MEETING MINUTES 1.0

| **Project Name:** | **Business Management system for Lanka Tools (Pvt) Ltd** | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 26/06/2022 | **Location:** | Zoom meeting |
| **Minutes Prepared By:** | Ruwanthi Narampanawa: Scheduling Manager | **Charge time to:** | 2 hours |

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| 1. Purpose of Meeting |
| Finalize the team roles, decide the potential clients to approach and finalized the project topic. |

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| 2. Attendance at Meeting *(add rows as necessary)* | | | |
| **Name** | **Department/Division** | **E-mail** | **Phone** |
| Bhathiya Kannangara | Project Manager | bhathiyakannangara@gmail.com | 076-9019223 |
| Imanka jayasiriwardena | Startup Manager | imanka.vj@gmail.com | 077-9867882 |
| Layan perera | Quality Manager | Layanperera77@gmail.com | 076-5778103 |
| R.A.G.U.T.Rajapaksha | Risk manager | uthpalarajapakshe98@gmail.com | 077-6330396 |
| Ruwanthi Narampanawa | Scheduling Manager | rk.narampanawa@gmail.com | 077-1907202 |

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| 3. Meeting Agenda |
| 1. Group introduction and identifying interested areas from job roles 2. Dividing the job roles. 3. Finalizing the requirements of the clients. 4. Agree on a list of potential clients to approach for the project 5. Gather Teams ideas & suggestions.   . |

| 4. Meeting Notes, Decisions, Issues |
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| 1. Finalizing the developer tools, software. 2. Understanding the solutions for the key features. 3. Setting rough goals/milestones of the project. 4. Schedule client meeting with selected client |

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| 5. Action Items (*add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Finalize the ideas and solutions for the development of the project | Imanka jayasiriwardena : Startup Manager | 28/07/2021 |
| Schedule meeting with the client | Ruwanthi Narampanawa : Scheduling Manager | 28/07/2021 |
| Project proposal preparation | Bhathiya Kannangara : Project Manager | 09/07/2021 |
| Obtain client acceptance letter | Imanka jayasiriwardena : Startup Manager | 06/07/2021 |

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| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 04/07/2021 | **Time:** | 10.30 pm | **Location:** | Zoom meeting. |
| Agenda: | 1. Brief introduction about the client to the group. 2. Explain clients requirement to the team 3. Present daily log. 4. Project discussion and timelines. | | | | | |

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Dr Yasas Jayaweera.