# **MEETING MINUTES**

*Meeting Minutes guidelines:*

* *Publish Minutes within 24 hours of any meeting*
* *Post Minutes in a place available to all stakeholders (e.g. shared drive or website)*
* *Send Minutes via email to all stakeholders. Include Action Items in body of the email.*
* *Review Action Items for completion during the next meeting.*

| **Project Name:** | **Business Management system for Lanka Tools (Pvt) Ltd** | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 07/08/2022 | **Location:** | Zoom meeting |
| **Minutes Prepared By:** | Ruwanthi Narampanawa: Scheduling Manager | **Charge time to:** | 05.15 P.M |

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| * To introduce team members and describe the project. |

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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 | +94 76 9019 223 |
| Imanka jayasiriwardena | Startup Manager | imanka.vj@gmail.com | +94 77 9867 882 |
| Layan perera | Quality Manager | Layanperera77@gmail.com | +94 76 5778 103 |
| R.A.G.U.T.Rajapaksha | Risk Manager | uthpalarajapakshe98@gmail.com | +94 77 6330 396 |
| Ruwanthi Narampanawa | Scheduling Manager | rk.narampanawa@gmail.com | +94 77 1907 202 |

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| 3. Meeting Agenda |
| ● Describe the project.  ● Introduce team members and describe their roles.  ● Updating the client Information. |

| 4. Meeting Notes, Decisions, Issues |
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| * Submit the client approval letter, project brief, client meeting minutes, team meeting minutes and the daily log documents. * Supervisor suggested to maintain the risk log,   finalize the requirements,  Prepare the guidelines to assure quality in the project,  Create the Gantt chart and the WBS. |

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| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Finalize the requirements of the project | Imanka jayasiriwardena | 07/13/2022 |
| Completing the daily logs | Ruwanthi Narampanawa | 07/13/2022 |
| Working on the Gnat chart,Flow chart, WBS | Ruwanthi Narampanawa | 07/13/2022 |
| Working on the quality reports of the project | Layan perera | 07/13/2022 |
| Working on the risk and the feasibility report | R.A.G.U.T.Rajapaksha | 07/13/2022 |

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| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 7/14/2022 | **Time:** |  | **Location:** | Zoom meeting |
| Agenda: | * Showing Progress of project. * Handing over the reports. * Discuss on future tasks. | | | | | |