# **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) | 07/11/2022 | **Location:** | Zoom meeting |
| **Minutes Prepared By:** | Ruwanthi Narampanawa: Scheduling Manager | **Charge time to:** | 10.30 P.M |

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| * To Discuss the current standing of the project and spread responsibilities upon each member for the required documentation and information for the respective week. |

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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 |
| * Discuss project progress for the week. * Discuss required documents for the week. * Discuss required diagrams for the week. * Allocate work among each team member as required. |

| 4. Meeting Notes, Decisions, Issues |
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| * Discuss finalized requirements of the project. * Discuss project deliverable for the respective week. * Discuss about project brief and the project plan. * Discuss the flow diagram, Gantt chart and WBS. |

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| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Assign task to every Member | Bhathiya Kannangara | 07/14/2022 |
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| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 7/16/2022 | **Time:** | 10.30 P.M | **Location:** | Zoom meeting |
| Agenda: | * Discuss project progress for the following week. * Discuss required documents for the following week. * Allocate work among the team members as required. | | | | | |