

MEETING MINUTES 2

Project Name:	<i>Web application assisted with an Artificial Intelligence Based Chatbot for SKANDA by Sarasi Samarasundara</i>		
Date of Meeting: (MM/DD/YYYY)	02/12/2022	Location:	ZOOM Conference
Minutes Prepared By:	Adithya Narasinghe	Charge time to	01 hour

1. Purpose of Meeting

Discuss about the weekly progress and assign group members to relevant tasks.

2. Attendance at Meeting

Name	Department/ Division	E-mail	Phone
Adithya Narasinghe	Project Manager	adithyasnarasinghe@gmail.com	0765913860
M. Sonali Silva	Start-up Manager	m.sonalisilva@gmail.com	0778119140
J. M. Pasindu Lawantha Bandara	Quality Manager	lawantha111@gmail.com	0767937078
Madapathage Don Kanishka Gimhan	Risk Manager	kanishkagimhan@gmail.com	0715611463
S. K. Helani Sihara Jayawardena	Scheduling Manager	helanisihara32@gmail.com	0773114048

3. Meeting Agenda

1. Recap remarks from the board meeting.
2. Discuss the relevant tasks in order to create a work breakdown structure (WBS).
3. Discuss the structure of Gantt chart
4. Discuss and manage the work load using Asana.com
5. Discuss and create project plan
6. Discuss and lineup PFD, PBS

4. Meeting Notes, Decisions, Issues

1. Scope should be finalied.

5. Action Items

Action	Assigned to	Due Date
Work Breakdown Structure	S. K. Helani Sihara Jayawardena	02/17/2022
Gantt Chart	S. K. Helani Sihara Jayawardena	02/17/2022
Project Plan	Adithya Narasinghe, S. K. Helani Sihara Jayawardena	02/17/2022
Team meeting minutes	Adithya Narasinghe	02/17/2022
Product flow diagram	M. Sonali Silva	02/17/2022
Product breakdown structure	M. Sonali Silva	02/17/2022
Product description	J. M. Pasindu Lawantha Bandara, Madapathage Don Kanishka Gimhan	02/17/2022
Product initiation document	Adithya Narasinghe	02/24/2022
Finalize scope	M. Sonali Silva, Madapathage Don Kanishka Gimhan, J. M. Pasindu Lawantha Bandara,	02/17/2022

6. Next Meeting

Date: (MM/DD/YYYY)	02/19/2022	Time:	08.00 PM	Location:	ZOOM Conference
Agenda:	<ol style="list-style-type: none"> 1. Present WBS to the project board 2. Present Gantt chart to the board 3. Present PBF to the project board 4. Present PFD to the project board 5. Present the project plan/ product description/ PID to the project board 				