MEETING MINUTES -01

Project Name:	Web application assisted with an Artificial Intelligence Based Chatbot for SKANDA by Sarasi Samarasundara

Date of Meeting: (MM/DD/YYYY)	02/02/2022	**Location:**	ZOOM Conference
Minutes Prepared By:	Scheduling Manager: S. K. Helani Sihara Jayawardena	**Charge time to:**	01 hour

1. Purpose of Meeting

Gathering the project requirements and being acquainted with the client.

2. Attendance at Meeting (add rows as necessary)

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. Brief introduction about the team members by the start-up manager.
2. Introduction about the proposed project.
3. Discussing and analyzing the client's requirements.
4. The discussion concludes with both participants agreeing on the project proposal and the requirements.

4. Meeting Notes, Decisions, Issues

1. The client has requested an e-commerce website assisted with an AI based chatbot.
2. The COVID -19 pandemic has raised the risk of product sales.
3. To boost the user engagement, the team proposed a spinning wheel function that allows users to claim discounts and offers.

5. Action Items *(add rows as necessary)*		
Action	**Assigned to**	**Due Date**
Gathering Requirements	M. Sonali Silva: Start-up Manager	02/05/2022
Project Proposal	M. Sonali Silva: Start-up Manager	02/06/2022

6. Next Meeting					
Date: (MM/DD/YYYY)	02/06/2022	**Time:**	06.00 PM	**Location:**	ZOOM Conference
Agenda:	1. Handing over the project proposal to the client. 2. Analysing the modifications that must be further addressed.				

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Sarasi Samarasundara CEO-SKANDA