

MEETING MINUTES 1.0

Project Name:	<i>Web application assisted with an Artificial Intelligence Based Chatbot for SKANDA by Sarasi Samarasundara</i>		
Date of Meeting: (MM/DD/YYYY)	01/29/2022	Location:	ZOOM Conference
Minutes Prepared By:	<i>Scheduling Manager: S. K. Helani Sihara Jayawardena</i>	Charge time to:	01 hour

1. Purpose of Meeting

Decide on a project case, potential clients and organisations to approach and analyse the primary risks we may endure while achieving the project's prime objectives.

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. Introduction about the project requirements and risks that may endure in future.
2. Agree on a list of potential clients and organizations to approach for the project.
3. Summarize the meeting discussion.
4. The meeting concludes with agreeing on the relevant discussion.

4. Meeting Notes, Decisions, Issues

1. A project proposal should be handed over to the client.
2. Client meetings should be scheduled virtually due to the COVID-19 pandemic situation.

5. Action Items

Action	Assigned to	Due Date
Schedule the client meeting	S. K. Helani Sihara Jayawardena	02/02/2022
Project proposal	Adithya Narasinghe	02/02/2022
Client acceptance letter	M. Sonali Silva	02/02/2022
Group meeting minutes 1.0- documentation	Adithya Narasinghe	02/02/2022

6. Next Meeting

Date: (MM/DD/YYYY)	02/02/2022	Time:	08.00 PM	Location:	ZOOM Conference
Agenda:	<ol style="list-style-type: none"> 1. Brief introduction about the client to the group. 2. Describe and summarize the client requirements. 3. Present meeting minutes of the client meeting. 4. Evaluate the technologies and modifications that must be further addressed. 5. Assign team members to relevant tasks. 				