

MEETING MINUTES 1.1

Project Name:	<i>Web application assisted with an Artificial Intelligence Based Chatbot for SKANDA by Sarasi Samarasundara</i>		
Date of Meeting: (MM/DD/YYYY)	02/02/2022	Location:	ZOOM Conference
Minutes Prepared By:	<i>Scheduling Manager: S. K. Helani Sihara Jayawardena</i>	Charge time to:	01 hour

1. Purpose of Meeting

Assess the progress of the project and verify the client's partnership for the project. And also discuss and assign group members to appropriate 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. Brief introduction about the client by the start-up manager.
2. Describe and summarize the client requirements.
3. Present meeting minutes that had with the appointed client.
4. Discuss the relevant approaches to deliver the client requirements.
5. Assign team members to relevant work.
6. Summarize and conclude the meeting discussion.

4. Meeting Notes, Decisions, Issues

1. Client has requested a chatbot feature.
2. System will be developed using WordPress.
3. Evaluate the capability to develop a spinning wheel feature.

5. Action Items

Action	Assigned to	Due Date
Project brief	S. K. Helani Sihara Jayawardena, M. Sonali Silva	02/10/2022
Client meeting minutes	M. Sonali Silva, S. K. Helani Sihara Jayawardena,	02/02/2022
Group meeting minuets 1.1 - documentation	Adithya Narasinghe	02/10/2022
Presentation slides for board meeting 1	Madapathage Don Kanishka Gimhan, J. M. Pasindu Lawantha Bandara	02/10/2022

6. Next Meeting

Date: (MM/DD/YYYY)	02/12/2022	Time:	08.00 PM	Location:	ZOOM Conference
Agenda:	<ol style="list-style-type: none"> 1. Prepare and present the daily vlogs. 2. Prepare a WBS and a Gantt chart. 3. The work load of the project will be managed using Asana.com 				