

MEETING MINUTES 1.0

Project Name:	Web application assisted with an Artificial Intelligence Based Chatbot for SKANDA by Sarasi Samarasundara		
Date of Meeting: (MM/DD/YYYY)	02/11/2022	Location:	ZOOM Conference
Minutes Prepared By:	M. Sonali Silva	Charge time to:	10 minutes

1. Purpose of Meeting

To discuss the project progress

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. Presenting client details.
2. Presenting the client's AS-IS system.
3. Presenting client requirements.
4. Presenting the TO-BE system.
5. Presenting the technologies.
6. Introduction and a brief demonstration about the job roles of the group members.
7. Presenting the management tools.

4. Meeting Notes, Decisions, Issues

1. Wide explanation about the management tools on 0212/2022.

5. Action Items

Action	Assigned to	Due Date
Create WBS and Gantt chart	S. K. Helani Sihara Jayawardena	02/14/2022
Create PBF and PFD	M. Sonali Silva	02/14/2022
Project plan	Adithya Narasinghe, S. K. Helani Sihara Jayawardena	02/17/2022
Product initiation document	Adithya Narasinghe	02/17/2022
Product description	J. M. Pasindu Lawantha Bandara, Madapathage Don Kanishka Gimhan	02/17/2022
Finalize scope	Madapathage Don Kanishka Gimhan, J. M. Pasindu Lawantha Bandara, M. Sonali Silva	02/17/2022
Team meeting minutes	Adithya Narasinghe	02/17/2022
Board meeting minutes	M. Sonali Silva	02/14/2022

6. Next Meeting

Date: (MM/DD/YYYY)	02/18/2022	Time:	11.10 AM	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 				

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Dr. Yasas Jayaweera