MEETING MINUTES -02

Project Name:	Web application assisted with an Artificial Intelligence Based Chatbot for SKANDA by Sarasi Samarasundara		
Date of Meeting: (MM/DD/YYYY)	02/13/2022	**Location:**	ZOOM Conference
Minutes Prepared By:	M. Sonali Silva	**Charge time to:**	01 hour

1. Purpose of Meeting

Finalize the scope of the project and obtain client feedback for project modifications.

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. Present a summary of the last meeting.
2. Discuss the modifications that must be further addressed.
3. Discuss and finalize project scope.
4. The discussion concludes with both participants agreeing on the discussion.

4. Meeting Notes, Decisions, Issues

1. Due to unexpected circumstances, the meeting on February 6th was cancelled and rescheduled for February 13th, 2022.

2. Agreed on the project proposal

5. Action Items

Action	Assigned to	Due Date
Gather feedback for project modifications and deliver information to the team.	M. Sonali Silva: Start-up Manager	02/05/2022
Document the project scope for future reference	M. Sonali Silva: Start-up Manager	02/06/2022

6. Next Meeting

Date: (MM/DD/YYYY)	02/22/2022-cost	Time:	06.00 PM	Location:	ZOOM Conference
Agenda:		1. Finalising the budget.			

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Sarasi Samarasundara CEO-SKANDA