# **MEETING MINUTES 2**

| **Project Name:** | **Web application assisted with an Artificial Intelligence Based Chatbot for SKANDA by Sarasi Samarasundara** | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 02/18/2022 | **Location:** | ZOOM Conference |
| **Minutes Prepared By:** | M. Sonali Silva | **Charge time to** | 10 minutes |

| 1. Purpose of Meeting |
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| Discuss the project progress. |

| 2. Attendance at Meeting | | | |
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| **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 |
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| 1. Brief introduction about the project status and future plans by Adithya Narasinghe (Project Manager). 2. Present a brief introduction of the situation with the client and future tasks by M. Sonali Silva (Start-up Manager) 3. Present the quality check status report to the project board by J. M. Pasindu Lawantha Bandara (Quality Manager). 4. Present a brief introduction about the identified risks and the mitigation plan to the project board by Madapathage Don Kanishka Gimhan (Risk Manager). 5. Present the future plan schedule to the project board by S. K. Helani Sihara Jayawardena (Scheduling Manager). |

| 4. Meeting Notes, Decisions, Issues |
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| 1. SRS document should be finalized. 2. The quality checklist should be uploaded. 3. The budget should be finalized. |

| 5. Action Items | | |
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| **Action** | **Assigned to** | **Due Date** |
| Schedule the client meeting | S. K. Helani Sihara Jayawardena | 02/24/2022 |
| SRS document | S. K. Helani Sihara Jayawardena, M. Sonali Silva, Adithya Narasinghe | 02/24/2022 |
| PID document | Adithya Narasinghe, J. M. Pasindu Lawantha Bandara, Madapathage Don Kanishka Gimhan | 02/24/2022 |
| Group meeting minutes 3 - documentation | Adithya Narasinghe | 02/24/2022 |
| Client meeting minutes - documentation | M. Sonali Silva | 02/24/2022 |
| Risk log | Madapathage Don Kanishka Gimhan | 02/24/2022 |
| Quality Checklist | J. M. Pasindu Lawantha Bandara | 02/24/2022 |
| Finalize the budget | Adithya Narasinghe, M. Sonali Silva | 02/24/2022 |
| Finalize project plan | S. K. Helani Sihara Jayawardena | 02/24/2022 |

| 6. Next Meeting | | | | | | |
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| **Date:**  (MM/DD/YYYY) | | 02/25/2022 | **Time:** | 10.10 AM | **Location:** | ZOOM Conference |
| **Agenda:** | 1. Present finalized SRS document to the project board 2. Present version 01 of PID to the project board. 3. Present the finalized Budget to the project board. 4. Present finalized project plan to the project board. 5. Present quality checklist to the project board. 6. Present risks log to the project board. | | | | | |