# **MEETING MINUTES 3**

| **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) | 02/25/2022 | **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. Do the SRS presentation 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. PID document should be finalized. 2. Cleared issues on PID document and quality plan. |

| 5. Action Items | | |
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| **Action** | **Assigned to** | **Due Date** |
| Finalize PID document | Adithya Narasinghe, J. M. Pasindu Lawantha Bandara, Madapathage Don Kanishka Gimhan | 03/03//2022 |
| Prepare the Stage Plan | S. K. Helani Sihara Jayawardena, M. Sonali Silva | 03/03//2022 |
| Update Gantt Chart | S. K. Helani Sihara Jayawardena | 03/03//2022 |
| Group meeting minutes 4 - documentation | Adithya Narasinghe | 03/03//2022 |
| Board meeting minutes 4 - documentation | M. Sonali Silva | 03/03//2022 |
| Upade Risk log | Madapathage Don Kanishka Gimhan | 03/03//2022 |
| Update Quality Checklist | J. M. Pasindu Lawantha Bandara | 03/03//2022 |
| Finalize Configuration Management Plan | J. M. Pasindu Lawantha Bandara | 03/03//2022 |
| GUI development | Adithya Narasinghe, J. M. Pasindu Lawantha Bandara, Madapathage Don Kanishka Gimhan | 03/03//2022 |

| 6. Next Meeting | | | | | | |
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| **Date:**  (MM/DD/YYYY) | | 03/04/2022 | **Time:** | 10.10 AM | **Location:** | ZOOM Conference |
| **Agenda:** | 1. Present the finalized PID document to the project board 2. Present the updated Gantt to the project board. 3. Present quality checklist to the project board. 4. Present risks log to the project board. 5. Present the developed interfaces to th project board. | | | | | |