# **MEETING MINUTES 3**

| **Project Name:** | **Web application assisted with an Artificial Intelligence Based Chatbot for SKANDA by Sarasi Samarasundara** | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 02/19/2022 | **Location:** | ZOOM Conference |
| **Minutes Prepared By:** | Adithya Narasinghe | **Charge time to:** | 01 hour |

| 1. Purpose of Meeting |
| --- |
| Assess the progress of the project, prepare the budget and decide on future action items. |

| 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 previous meeting. 2. Recap remarks from the board meeting. 3. Discuss the project status and progress of the project 4. Come up with the budget for the project. 5. Assign team members to relevant work. 6. Summarize and conclude the meeting discussion. |

| 4. Meeting Notes, Decisions, Issues |
| --- |
| 1. The budget should be finalized and approved with the client. 2. SRS document should be finalized. 3. Prepare the PID version 01. |

| 5. Action Items | | |
| --- | --- | --- |
| **Action** | **Assigned to** | **Due Date** |
| PID document | Adithya Narasinghe, J. M. Pasindu Lawantha Bandara, Madapathage Don Kanishka Gimhan | 02/24/2022 |
| SRS document | S. K. Helani Sihara Jayawardena, M. Sonali Silva, Adithya Narasinghe | 02/24/2022 |
| Finalize project plan | S. K. Helani Sihara Jayawardena | 02/24/2022 |
| Risk log | Madapathage Don Kanishka Gimhan | 02/24/2022 |
| Quality Check list | J. M. Pasindu Lawantha Bandara | 02/24/2022 |
| Client meeting minutes | M. Sonali Silva | 02/24/2022 |
| Group meeting minuets 3 - documentation | Adithya Narasinghe | 02/24/2022 |
| Presentation slides for board meeting 1 | Madapathage Don Kanishka Gimhan, J. M. Pasindu Lawantha Bandara | 02/24/2022 |

| 6. Next Meeting | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Date:**  (MM/DD/YYYY) | | 02/26/2022 | **Time:** | 08.00 PM | **Location:** | ZOOM Conference |
| **Agenda:** | 1. Present a summary of the previous meeting. 2. Recap remarks from the board meeting. 3. Discuss the implementation process. | | | | | |