# **MEETING MINUTES - 03**

| **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) | 03/01/2022 | **Location:** | ZOOM Conference |
| **Minutes Prepared By:** | M. Sonali Silva | **Charge time to** | 20 minutes |

| 1. Purpose of Meeting |
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| Present a few selected wordpress templates and get the approval to proceed. |

| 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 |
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| 1. Present a summary of the last meeting. 2. Present a few selected template. 3. Present s summary of planned future task. 4. The discussion concludes after both participants agree on the Wordpress template design. |

| 4. Meeting Notes, Decisions, Issues |
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| 1. Wordpress template is selected. |

| 5. Action Items | | | | | | | | |
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| **Action** | | | | | | **Assigned to** | | **Due Date** |
| Provide summarized client meeting information to the group | | | | | | M. Sonali Silva: Start-up Manager | | 03/01/2022 |
|  | | | | | |  | |  |
| 6. Next Meeting | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 03/2022 | **Time:** | 08.00 PM | **Location:** | | ZOOM Conference | | |
| **Agenda:** | 1. Present the progress of the project | | | | | | | | |



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*Sarasi Samarasundara CEO-SKANDA*