# **MEETING MINUTES 4**

| **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) | 02/26/2022 | **Location:** | ZOOM Conference |
| **Minutes Prepared By:** | Adithya Narasinghe | **Charge time to:** | 01 hour |

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

| 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. 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. Select few Wordpress template designs for client approval. 5. Assign team members for relevant work. 6. Summarize and conclude the meeting discussion. |

| 4. Meeting Notes, Decisions, Issues |
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| 1. Get client approval for a Wordpress template design. 2. PID document should be finalized. 3. Gantt shout be updated. |

| 5. Action Items | | |
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| **Action** | **Assigned to** | **Due Date** |
| Finalize PID | Adithya Narasinghe, J. M. Pasindu Lawantha Bandara, Madapathage Don Kanishka Gimhan | 03/03/2022 |
| Finalize Stage plan | M. Sonali Silva, S. K. Helani Sihara Jayawardena | 03/03/2022 |
| Complete Business Case | M. Sonali Silva | 03/03/2022 |
| Complete Communication Plan | S. K. Helani Sihara Jayawardena | 03/03/2022 |
| Complete Configuration Management Plan | Adithya Narasinghe | 03/03/2022 |
| Update Quality Plan | J. M. Pasindu Lawantha Bandara | 03/03/2022 |
| Update Gnatt | S. K. Helani Sihara Jayawardena | 03/03/2022 |
| Update Risk log | Madapathage Don Kanishka Gimhan | 03/03/2022 |
| Update Quality Check list | J. M. Pasindu Lawantha Bandara | 03/03/2022 |
| Client meeting minutes | M. Sonali Silva | 03/03/2022 |
| Group meeting minuets 4 - documentation | Adithya Narasinghe | 03/03/2022 |

| 6. Next Meeting | | | | | | |
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| **Date:**  (MM/DD/YYYY) | | 03/05/2022 | **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. | | | | | |