# **MEETING MINUTES 5**

| **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) | 03/05/2022 | **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. Discuss the project status and progress of the project 3. Discuss about Highlight Report and EV Report 4. Assign team members for relevant work. 5. Summarize and conclude the meeting discussion. |

| 4. Meeting Notes, Decisions, Issues |
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| 1. Highlight report version 01 should be finalized. 2. EV report should be finalized. |

| 5. Action Items | | |
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| **Action** | **Assigned to** | **Due Date** |
| Highlight report version 01 | S. K. Helani Sihara Jayawardena, M. Sonali Silva | 03/10/2022 |
| EV report | Adithya Narasinghe | 03/10/2022 |
| Update Risk log | Madapathage Don Kanishka Gimhan | 03/10/2022 |
| Update Risk plan | Madapathage Don Kanishka Gimhan | 03/10/2022 |
| Update Quality Checklist | J. M. Pasindu Lawantha Bandara | 03/10/2022 |
| Group meeting minutes 5 - documentation | Adithya Narasinghe | 03/10/2022 |

| 6. Next Meeting | | | | | | |
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| **Date:**  (MM/DD/YYYY) | | 03/12/2022 | **Time:** | 08.00 PM | **Location:** | ZOOM Conference |
| **Agenda:** | 1. Present a summary of the previous meeting. 2. Recap remarks from the board meeting. 3. Continue the system implementation discussion. | | | | | |