# **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) | 03/19/2022 | **Location:** | SlIIT Academy |
| **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. Present the project progress and future plans by Adithya Narasinghe (Project Manager). 2. Present a brief introduction of the situation with the client, arose issue and future tasks and completed 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. The working prototype should be presented at the next board meeting. 2. Work Package should be finalized. |

| 5. Action Items | | |
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| **Action** | **Assigned to** | **Due Date** |
| Sprint 2 testing | J. M. Pasindu Lawantha Bandara, Adithya Narasinghe | 03/27/2022 |
| Finalize work package | S. K. Helani Sihara Jayawardena, M. Sonali Silva | 03/25//2022 |
| Lesson Learn report | S. K. Helani Sihara Jayawardena, M. Sonali Silva | 03/25/2022 |
| Lessons Learned log | Adithya Narasinghe | 03/25/2022 |
| EMV report | J. M. Pasindu Lawantha Bandara | 03/25/2022 |
| Probability impact grid | Madapathage Don Kanishka Gimhan | 03/25/2022 |
| Risk register | Madapathage Don Kanishka Gimhan | 03/25/2022 |
| Risk profiling table | Madapathage Don Kanishka Gimhan | 03/25/2022 |
| Group meeting minutes 6 - documentation | Adithya Narasinghe | 03/25/2022 |
| Board meeting minutes 6 - documentation | M. Sonali Silva | 03/25//2022 |
| Update Risk log | Madapathage Don Kanishka Gimhan | 03/25/2022 |
| Update Quality Checklist | J. M. Pasindu Lawantha Bandara | 03/25/2022 |
| Implementation | Adithya Narasinghe, J. M. Pasindu Lawantha Bandara, Madapathage Don Kanishka Gimhan | 03/25/2022 |

| 6. Next Meeting | | | | | | |
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| **Date:**  (MM/DD/YYYY) | | 03/26/2022 | **Time:** | 11.30AM | **Location:** | *SlIIT Academy* |
| **Agenda:** | 1. Present the working prototype to the project board. 2. Present the finalized work package. 3. Present the risk register, risk profiling table and probability impact grid to the project board. 4. Present quality checklist to the project board. 5. Present risks log to the project board. | | | | | |