# **MEETING MINUTES 6**

| **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) | 03/26/2022 | **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 and present the working prototype. |

| 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. Do the highlight report 02 presentation, work package and future plans by Adithya Narasinghe (Project Manager). 2. Present the working prototype to the project board. 3. Present a brief introduction of the situation with the client, future tasks and completed tasks by M. Sonali Silva (Start-up Manager) 4. Present the quality check status report to the project board by J. M. Pasindu Lawantha Bandara (Quality Manager). 5. Present a brief introduction about the identified risks, the mitigation plan and the risk profiling document to the project board by Madapathage Don Kanishka Gimhan (Risk Manager). 6. Present the future plan schedule and completed tasks to the project board by S. K. Helani Sihara Jayawardena (Scheduling Manager). |

| 4. Meeting Notes, Decisions, Issues |
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| 5. Action Items | | |
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| **Action** | **Assigned to** | **Due Date** |
| Sprint 3 testing | Adithya Narasinghe | 04/01/2022 |
| Group meeting minutes 7 - documentation | Adithya Narasinghe | 04/01/2022 |
| Board meeting minutes 7 - documentation | M. Sonali Silva | 04/01/2022 |
| Upade Risk log | Madapathage Don Kanishka Gimhan | 04/01/2022 |
| Upade Risk plan | Madapathage Don Kanishka Gimhan | 04/01/2022 |
| Update Quality Checklist | J. M. Pasindu Lawantha Bandara | 04/01/2022 |
| Update Quality log | J. M. Pasindu Lawantha Bandara | 04/01/2022 |
| Chatbot training | Adithya Narasinghe, J. M. Pasindu Lawantha Bandara, Madapathage Don Kanishka Gimhan | 04/08//2022 |

| 6. Next Meeting | | | | | | |
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| **Date:**  (MM/DD/YYYY) | |  | **Time:** |  | **Location:** |  |
| **Agenda:** | 1. Present the completed website to the project board. 2. Present quality checklist to the project board. 3. Present risks log to the project board. | | | | | |