# **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) | 03/19/2022 | **Location:** | SLIIT Academy |
| **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. Discuss about Highlight Report 2, Lesson Learned report, work package, and all risk documents. 5. Assign team members for relevant work. 6. Summarize and conclude the meeting discussion. |

| 4. Meeting Notes, Decisions, Issues |
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| 1. Highlight report version 02 should be finalized. 2. EV report version 02 should be finalized. 3. Prototype should be available on 26th march 2022. 4. Lesson Learned report and work package should be finalized. |

| 5. Action Items | | |
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| **Action** | **Assigned to** | **Due Date** |
| Highlight report version 02 | S. K. Helani Sihara Jayawardena, M. Sonali Silva | 03/25/2022 |
| EV report version 02 | Adithya Narasinghe | 03/25/2022 |
| Update Risk log | Madapathage Don Kanishka Gimhan | 03/25/2022 |
| Update Risk plan | Madapathage Don Kanishka Gimhan | 03/25/2022 |
| Update Quality Checklist | J. M. Pasindu Lawantha Bandara | 03/25/2022 |
| Update quality log | J. M. Pasindu Lawantha Bandara | 03/25/2022 |
| Group meeting minutes 6 - documentation | Adithya Narasinghe | 03/25/2022 |
| Lessonlearned report | S. K. Helani Sihara Jayawardena, M. Sonali Silva | 03/25/2022 |
| Lesson Learned log | Adithya Narasinghe | 03/25/2022 |
| work package | S. K. Helani Sihara Jayawardena, M. Sonali Silva | 03/25/2022 |
| EMV report | J. M. Pasindu Lawantha Bandara | 03/25/2022 |
| Probability impact grid | Madapathage Don Kanishka Gimhan | 03/25/2022 |
| Risk profiling table | Madapathage Don Kanishka Gimhan | 03/25/2022 |
| Risk register | Madapathage Don Kanishka Gimhan | 03/25/2022 |
| Website 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:** | 12.00 PM | **Location:** | SLIIT Academy |
| **Agenda:** | 1. Present a summary of the previous meeting. 2. Recap remarks from the board meeting. 3. Continue the Chatbot training discussion. | | | | | |