# **MEETING MINUTES**

*Meeting Minutes guidelines:*

* *Publish Minutes within 24 hours of any meeting*
* *Post Minutes in a place available to all stakeholders (e.g. Shared drive or website)*
* *Send Minutes via email to all stakeholders. Include Action Items in body of the email.*
* *Review Action Items for completion during the next meeting.*

| **Project Name:** | A website featuring an Artificial Intelligence Based Chat bot for Omantha Tire House. | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 02/03/2023 | **Location:** | Zoom Conference |
| **Minutes Prepared By:** | Vinod Sahan Nawarathna | **Charge time to:** | 10 Minutes |

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| 1. Purpose of Meeting |
| To discuss the project idea. |

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| 2. Attendance at Meeting *(add rows as necessary)* | | | |
| **Name** | **Department/Division** | **E-mail** | **Phone** |
| Sachith Wijesiriwardhana | Start-up Manager | Sachith55cha1@gmail.com | +94 77 925 6873 |
| Vinod Sahan Nawarathna | Project Manager | vinodnavarathna123@gmail.com | +94 77 329 9405 |
| Keshara Dissanayaka | Quality Manager | keshara.dissanayake23@gmail.com | +94 71 577 7996 |
| Malith Edirisinghe | Risk Manager | malithedirisinghe0@gmail.com | +94 70 213 2611 |
| Rivi Thushara | Scheduling Manager | rivithushara@gmail.com | +94 77 920 8997 |

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| 3. Meeting Agenda |
| * Discussed the project idea with the supervisor. * Show progress and get feedback * Show project brief * Show Issue Log * Show meeting minutes documents |

| 4. Meeting Notes, Decisions, Issues |
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| * Discussed issues related to the proposed project * Supervisor recommendation on changes in presented reports |

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| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Decide a suitable platform | Scheduling Manager, Start-up Manager, Project Manager | 02/07/2023 |
| Decide a suitable language | Scheduling Manager, Risk Manager, Quality Manager | 02/07/2023 |
| Start documentation in mendative report | Project Manager, Start-up Manager, Risk Manager, Quality Manager, Scheduling Manager | 02/10/2023 |
| Get information from client | Start-up Manager, Quality Manager | 02/06/2023 |
| Make sure the team members are working according to the timeline | Project Manager | - |

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| 6. Next Meeting | | | | | | |
| **Date:** (2/10/2023 | | 07/10/2021 | **Time:** | - | **Location:** | On Campus |
| Agenda: | To present the project proposal. | | | | | |