# **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) | 2/17/2023 | **Location:** | Zoom |
| **Minutes Prepared By:** | Rivi Thushara | **Charge time to:** | 10 Minutes |

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| 1. Purpose of Meeting |
| Week 3 board meeting. |

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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 |
| * Discussion and updates on previous week individual performance. * Show the Project description document * Show the PBS, PFD * Show the Stage plan * Show the Communication plan * Show the Risk management Plan and Risk Log * Show the meeting minutes documents * Show the Quality plan, Quality log documents * Discuss about the SRS document. |

| 4. Meeting Notes, Decisions, Issues |
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| Meeting Notes:   * The meeting was held with the director board to discuss the proposed project. * Individual performance evaluations are provided to supervisor. * Discussed about SRS document.   Decisions:   * The performance evaluations of supervisor were likely used to make decisions regarding his professional development and/or continued involvement in the project.   Issues:   * Any areas for improvement or concerns regarding the proposed project may have been identified during the meeting. |

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| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Completed Quality plan, Quality log documents | Quality Manager | 2/16/2023 |
| Updated the Gantt chart, and Complete the PFD, PBS, Daily log documents | Project Manager | 2/16/2023 |
| Completed the Communication plan, meeting minues | Scheduling Manager | 2/16/2023 |
| Completed Project plan | Start-up Manager | 2/16/2023 |
| Completed Risk plan and log | Malith | 2/16/2023 |
| Completed the PID | Risk Manager, Quality Manager | 2/16/2023 |
| Completed Stage plan | Scheduling Manager, Project Manager | 2/16/2023 |
| Completed the Project description | Scheduling Manager, Start-up Manager, Quality Manager | 2/16/2023 |

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| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 24/02/2023 | **Time:** | - | **Location:** | On Campus |
| Agenda: | Present the SRS and future plans of the project. | | | | | |