# **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) | 04/03/2023 | **Location:** | On Campus |
| **Minutes Prepared By:** | Rivi Thushara | **Charge time to:** | 10 Minutes |

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| 1. Purpose of Meeting |
| Project Board Meeting Week 05 |

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| 2. Attendance at Meeting | | | |
| **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 |
| * Show Highlight Report Document * Discussion and updates on previous week individual performance. * Show the SBS Diagram * Show the PDM Diagram * Show the AOA Daigram * Show the SBS Diagram * Show the Quality log * Show the Risk management Plan and Risk Log * Show the meeting minutes documents |

| 4. Meeting Notes, Decisions, Issues |
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| Summary:  • The director board held a meeting to review the proposed project.  • Discussed about PDM Diagram, AOA Daigram, SBS Diagram and EV Analysis.  • Individual performance evaluations were given to supervisor.  Decisions:  • supervisor ‘s performance evaluations were likely taken into account for decisions regarding his professional development and involvement in the project.  Issues:  • During the meeting, potential areas for improvement or any concerns related to the proposed project may have been identified. |

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| 5. Action Items | | |
| **Action** | **Assigned to** | **Due Date** |
| Completed Daily Log Document | Project Manager | 23/02/2023 |
| Completed Completed SBS Diagram | Start-up Manager | 23/02/2023 |
| Completed Quality log documents | Quality Manager | 23/02/2023 |
| Completed PDM Diagram | Project Manager, Scheduling Manager |  |
| Completed Risk Log Document, Risk Management Plan Document | Risk Manager | 23/02/2023 |
| Completed Precedence Diagram | Quality Manager, Scheduling Manager | 23/02/2023 |
| Completed AOA Daigram | Quality Manager, Risk Manager | 23/02/2023 |
| Completed Meeting Munities Document | Scheduling Manager | 23/02/2023 |
| Completed Highlight Report Document | Project Manager, Start-up Manager, Quality Manager, Risk Manager, Scheduling Manager | 23/02/2023 |

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| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 03/03/2023 | **Time:** | - | **Location:** | On campus |
| Agenda: | Discussing documents related to Assignment 01, Discussing things related to development activities. | | | | | |