# **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 Tyre House. | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 03/10/2023 | **Location:** | On Campus |
| **Minutes Prepared By:** | Rivi Thushara | **Charge time to:** | 15 Minutes |

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| 1. Purpose of Meeting |
| Project Board Meeting Week 06 |

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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 Lesson Learned Report and Lesson Learned Log * Discussion and updates on previous week individual performance. * Show the Project Plan Report * Show the Checkpoint Report Document * Show the Check List Document * Show the test cases document * Show the Quality log,Daily log * Show the Risk management Plan and Risk Log, Issue 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.  • 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.  • Regarding the backend of the project development work has not started yet. |

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| 5. Action Items | | |
| **Action** | **Assigned to** | **Due Date** |
| Completed Daily Log Document, Lesson learned document. | Project Manager | 03/09/2023 |
| Completed Project Plan report, Check report | Start-up Manager | 03/09/2023 |
| Completed Quality log documents, Check list document | Quality Manager | 03/09/2023 |
| Completed Risk Log Document, Risk Management Plan Document, Issue log, Issue project | Risk Manager | 03/09/2023 |
| Completed Meeting Minutes Document, Check report | Scheduling Manager | 03/09/2023 |
| Developed the proposed project prototype presentation | Project Manager, Start-up Manager, Quality Manager, Risk Manager, Scheduling Manager | 03/10/2023 |

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| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 03/18/2023 | **Time:** |  | **Location:** | On Campus |
| Agenda: | Presentation of project prototype and discussing things related to development activities. | | | | | |