# **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. | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 03/25/2023 | **Location:** | On Campus |
| **Minutes Prepared By:** | Rivi Thushara | **Charge time to:** | 10 Minutes |

|  |
| --- |
| 1. Purpose of Meeting |
| Final Project Demonstration & Project Board Meeting Week 08 |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |
| --- |
| 3. Meeting Agenda |
| Provide an overview of the previous meeting.  Discuss the project's current status and progress.  Discuss Project Approach  Discuss RACI Matrix  Discuss Test Plan |

| 4. Meeting Notes, Decisions, Issues |
| --- |
| Summary:   * The director board held a meeting to review the final 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:   * Project End Report was not completed * During the meeting, potential areas for improvement or any concerns related to the proposed project may have been identified. |

|  |  |  |
| --- | --- | --- |
| 5. Action Items (*add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Finalized the Lessoned leraned log and report and daily log cocument, Implement the AI chat bot, Finalized the COCOMO. | Project Manager | 03/17/2023 |
| Implement the admin panel completed it, Finalized code of conduct cocument. | Start-up Manager | 03/17/2023 |
| Completed Quality log documents, test cases, User acceptance testing, Finalizing the RACI matrix. | Quality Manager | 03/17/2023 |
| Completed Risk Log Document, Issue log and risk plan | Risk Manager | 03/17/2023 |
| Completed Meeting Minutes Document, Finalized the web site components, Implement the AI chat bot, Finalized the COCOMO. | Scheduling Manager | 03/17/2023 |
| Implementing front-end snd back-end. | Project Manager, Start-up Manager, Quality Manager, Risk Manager, Scheduling Manager | 03/17/2023 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | - | **Time:** | - | **Location:** | - |
| Agenda: | - | | | | | |