# **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) | 2/9/2023 | **Location:** | At the Shop |
| **Minutes Prepared By:** | Rivi Thushara | **Charge time to:** | 30 minutes |

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| 1. Purpose of Meeting |
| Get the accceptance letter and finalize the project scope and get client feedback for project modifications. |

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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 |
| * Discuss the modifications that need to be made. * Discuss and agree on the project scope. * The discussion comes to a close with both participants agreeing on the topic. * Get the acceptance letter |

| 4. Meeting Notes, Decisions, Issues |
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| Meeting Notes:   * The theme of interfaces was discussed. * completed all initial requirements   Decisions:   * Agreed on the project proposal |

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| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Create website UIs | Scheduling Manager, Start-up Manager, Quality Manager | 2/23/2023 |
| Collect the content of the website from the client | Start-up Manager, Quality Manager | 2/1/2023 |
| Work on the documents for the following week. | Scheduling Manager, Start-up Manager, Quality Manager | 2/1/2023 |
| Examine the documents for the following week. | Scheduling Manager, Start-up Manager, Quality Manager | 2/1/2023 |
| Give the group a summary of the client meeting information. | Start-up Manager, Quality Manager | 2/1/2023 |

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