# **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) | 1/31/2023 | **Location:** | Microsoft Teams |
| **Minutes Prepared By:** | Rivi Thushara | **Charge time to:** | 45 Minutes |

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| 1. Purpose of Meeting |
| First Team meeting - introduce ourselves and assign roles |

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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 |
| * Assigned a group and assigned the roles * Discussed project ideas with group members. * Finalize the project and the client * Discussed about project with group members. |

| 4. Meeting Notes, Decisions, Issues |
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| Meeting Notes:   * Made the group and divided the roles * The 1st team meeting was held with the team members to discuss ideas for the SPPM project.   Decisions:   * Need to finalize the project and the client   Issues:   * No cliet for the project yet |

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| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Created a Trello account | Project Manager | 2/2/2023 |
| Find a suitable project ideas | Scheduling Manager, Start-up Manager, Quality Manager | 2/2/2023 |
| Assign tasks to each member for the following week | Project Manager | 2/2/2023 |
| Analyze the following week’s documents | Scheduling Manager, Start-up Manager, Quality Manager | 2/2/2023 |

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| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 2/3/2023 | **Time:** | - | **Location:** | Microsoft Teams |
| Agenda: | * Project proposal * Assign tasks to each member for the next week. * Board meeting minutes * Team meeting minutes. * Client meeting minutes | | | | | |