# **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. | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 2/4/2023 | **Location:** | Microsoft Teams |
| **Minutes Prepared By:** | Rivi Thushara | **Charge time to:** | 1 hour and 30 minutes |

|  |
| --- |
| 1. Purpose of Meeting |
| To clarify the project's purpose and to confirm its implementation |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |
| * Recap remarks from the board meeting * Finalize the project and the client * Discussed about project with group members. |

| 4. Meeting Notes, Decisions, Issues |
| --- |
| Meeting Notes:   * Finalize the project and the client   Decisions:   * Next team meating was scheduled. |

|  |  |  |
| --- | --- | --- |
| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| 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, Risk Manager | 2/2/2023 |
| Finalize the Projecct proposal | Scheduling Manager, Start-up Manager, Quality Manager, Risk Manager | 2/5/2023 |
| To decide a suitable language to develop the website. | Quality Manager, Risk Manager, Scheduling Manager | 2/7/2023 |
| Completed the use case diagram | Scheduling Manager | 2/5/2023 |
| To get the acceptance letter | Start-up Manager, Quality Manager | 2/9/2023 |
| Gantt Chart | Scheduling Manager, Start-up Manager | 2/9/2023 |
| To decide a suitable platform to develop the website. | Project Manager , Scheduling Manager, Start-up Manager | 2/9/2023 |
| Creat the project proposal presentation | Quality Manager | 2/9/2023 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 2/10/2023 | **Time:** | - | **Location:** | *Microsoft Teams* |
| Agenda: | 3rd team meeting | | | | | |