# **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) | 2/10/2023 | **Location:** | Microsoft Teams |
| **Minutes Prepared By:** | Rivi Thushara | **Charge time to:** | 1 hour and 30 minutes |

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| 1. Purpose of Meeting |
| 3rd team meeting |

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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 |
| * Present a summary of the previous meeting. * Recap remarks from the board meeting * Discuss the project status and progress of the project * Allocate team members to tasks that are appropriate. * Summarize and bring the topic of the meeting to a close. |

| 4. Meeting Notes, Decisions, Issues |
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| Meeting Notes:   * Project description document should be finalized.   Decisions:   * Next team meating was scheduled. * All the necessory diagrams should be finalized. * Prepare SRS presentation. |

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| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Assign tasks to each member for the following week | Project Manager | 2/10/2023 |
| Analyze the following week’s documents | Scheduling Manager, Start-up Manager, Quality Manager, Risk Manager | 2/10/2023 |
| Finalize the SRS. | Scheduling Manager, Start-up Manager, Quality Manager, Risk Manager | 2/16/2023 |
| To Completed The Risk management Plan and Risk Log | Risk Manager | 2/16/2023 |
| Finalize the PBS, PFD, Daily Log Document 02,03 | Project Manager | 2/16/2023 |
| To Finalize the Communication plan document and Meeting minutes Document 02,03 | Scheduling Manager | 2/16/2023 |
| Finalize PID Document | Quality Manager, Risk Manager | 2/16/2023 |
| Completed the Quality Log, Plan | Quality Manager | 2/16/2023 |
| Complete Project Plan | Start-up Manager | 2/16/2023 |

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| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 2/17/2023 | **Time:** | - | **Location:** | *Microsoft Teams* |
| Agenda: | Discuss about SRS and 4th team meetings. | | | | | |