# **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) | 3/17/2023 | **Location:** | Microsoft Teams |
| **Minutes Prepared By:** | Rivi Thushara | **Charge time to:** | 1 hour and 30 minutes |

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| 1. Purpose of Meeting |
| Finalize website and the all the important documents. |

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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.Discuss about implementing the proposed website. * Discuss about continuing the website implementation. * Discuss about Finalize website and the all the important documents. |

| 4. Meeting Notes, Decisions, Issues |
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| Meeting Notes:   * Discuss about continuing the website implementation. * Discuss about Finalize website and the all the important documents.   Decisions:   * All the important documents should be completed. * Prposed website should be finalized. * Chatbot should be developed. * Front-end UIs must be changed and updated.   Issues   * Implementing chatbot is not started yet. |

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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 | 3/17/2023 |
| Finalize all important documents | Project Manager, Scheduling Manager, Start-up Manager, Quality Manager, Risk Manager | 3/23/2023 |
| Changed and update UIs. | Project Manager, Scheduling Manager, Start-up Manager, Quality Manager, Risk Manager | 3/23/2023 |
| Deveop the chatbot. | Project Manager, Scheduling Manager, Start-up Manager, Quality Manager, Risk Manager | 3/23/2023 |
| Finalize the website. | Project Manager, Scheduling Manager, Start-up Manager, Quality Manager, Risk Manager | 3/23/2023 |
| Complete RACI matrix | Project Manager, Quality Manager | 3/23/2023 |
| Complete COCOMO | Project Manager, Scheduling Manager | 3/23/2023 |
| * Complete Code of conduct * End project report * Receive Client Acceptance Letter | Start-up Manager | 3/23/2023 |
| Finalize Daily Log | Project Manager | 3/23/2023 |
| * Update The Risk Log * Complete Risk plan * Complete Issue log * Complete project issue | Risk Manager | 3/23/2023 |
| * Update the User Acceptance Testing * Update Test Cases Document * Complete the Quality Log and plan * Complete Project Test Plan * Do Project Test Results – Selenium IDE | Quality Manager | 3/23/2023 |
| * Complete meeting minutes document * Complete Exception report | Scheduling Manager | 3/23/2023 |

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