FYP Project Meeting # 3

Minutes of Meeting

Meeting Date: 10/11/2022

Meeting Location: SF-222

Meeting Time: 2:00 – 2:30

**1- List of Participants**

|  |  |
| --- | --- |
| **Name** | **Project Role** |
| Inam Ullah | Team Leader |
| Faisal Zaman Haider | Team Member |
| Poorab Gantgwani | Team member |
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**2- Meeting Agenda**

* To discuss project schedule and Gantt chart

**3- Agenda Points discussed in meeting**

**Discussion was conducted on Gantt chart template and proper placement and structuring of phases, heading, main tasks and sub-tasks along with the necessary span of the schedule in the Gantt chart which must justify at least 96 hours of work.**

**4- Action List**

* To work out Gantt chart according to the suggestions and instructions posited by the supervisor

**5- Next Meeting for this project**

Supervisor/Co-Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_