

**A Wiki Project  
Meeting Minutes**  
*"04/01/2020, FAST-NUCES"*

**Attendees**

Name	Affiliation	Name	Affiliation
Syed Noman Sherazi	Project Manager		
Mati-Ur-Rahman	Developer		
Usman Iftikhar	Designer, QE		

**Approval of minutes from last meeting**

Approved

**Old business**

- Develop Project business Case [completed]
- Develop Project charter [completed]
- Team Formation [completed]
- Create Team Contract [completed]
- Setup Project Environment [Completed]
- Create scope document [completed]
- Design use cases [completed]
- Design Interfaces [completed]
- Design domain model [completed]
- Design activity diagram [completed]
- Design Sequence diagram [completed]
- Design Class diagram [completed]
- Team Training [completed]
- Code implementation [completed]
- Test the documents [completed]

Minutes submitted by: Syed Noman Sherazi, [04/01/2020]

Minutes approved on: [04/01/2020]

- Test the code [completed]
- Test the design [completed]
- Acceptance testing [completed]
- Purchase cloud account [completed]
- Deploy the product to cloud [completed]
- Close Project [completed]

### **New business**

- None.