

**A Wiki Project  
Meeting Minutes**  
*"02/07/2020, FAST-NUCES"*

**Attendees**

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

**Approval of minutes from last meeting**

Approved

**Old business**

- A wiki project is required in which comparison of two PMS tools must be detailed enough for FYP students to select one tool for their FYP management. [Open]
- We need proper documentation along with comparison wiki. [Open]
- Functional requirements, Non-functional requirements [completed]
- Scope document (including assumptions, and constraints) [completed]

**New business**

- Project cost budget strategy
- Risk management strategy
- Communication plans
- Quality plans

Minutes submitted by: Syed Noman Sherazi, [02/07/2020]  
Minutes approved on: [02/07/2020]