

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

Attendees

| Name | Affiliation | Name | Affiliation |
|--------------------|-----------------|-------------------|-----------------|
| Syed Noman Sherazi | Project Manager | MS. Noreen Jameel | Client, Sponser |
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Approval of minutes from last meeting

Approved

Old business

- Budget for the project is \$400,000 [Open]
- A wiki project is required in which comparison of two PMS tools must be detailed enough for FYP students to select one tools for their FYP management. [Open]
- We need proper documentation along with comparison wiki. [Open]
- Functional requirements, Non-functional requirements [Resolved]
- Scope document (including assumptions, and constraints) [Resolved]

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]