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

- 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. [Completed]

- We need proper documentation along with comparison wiki. [Completed]

- Functional requirements, Non-functional requirements [completed]

- Scope document (including assumptions, and constraints) [completed]

- Project cost budget strategy [completed]

- Risk management strategy [completed]

- Communication plans [completed]

- Quality plans [completed]

- Design Documents [completed]

- Implemented Product along with code report [completed]

- Test Reports [completed]

- Deployed Product [completed]

- Contract project [completed]

New business

None.

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