**A Wiki Project**
**Meeting Minutes**
*"04/01/2020, 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 [Closed]

- 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. [Closed]

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

- Functional requirements, Non-functional requirements [Resolved]

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

- Project cost budget strategy [resolved]

- Risk management strategy [resolved]

- Communication plans [resolved]

- Quality plans [resolved]

- Design Documents [resolved]

- Implemented Product along with code report [resolved]

- Test Reports [resolved]

- Deployed Product [Resolved]

- Contract Closure [Closed]

## New business none.

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