

**A Wiki Project  
Meeting Minutes**  
*"02/01/2020, FAST-NUCES"*

**Attendees**

<b>Name</b>	<b>Affiliation</b>	<b>Name</b>	<b>Affiliation</b>
Syed Noman Sherazi	Project Manager	MS. Noreen Jameel	Client, Sponser

**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]
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**New business**

- Functional requirements, Non-functional requirements
- Scope document (including assumptions, and constraints)