A Wiki Project
Meeting Minutes
"03/19/2020, FAST-NUCES"

Attendees

Name	Affiliation	Name	Affiliation
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 [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. [Open]

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

- 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]

New business

- Test Reports

- Deployed Product

Minutes submitted by: Syed Noman Sherazi, [03/19/2020]
Minutes approved on: [03/19/2020]