

**A Wiki Project  
Meeting Minutes**  
*"02/11/2020, FAST-NUCES"*

**Attendees**

<b>Name</b>	<b>Affiliation</b>	<b>Name</b>	<b>Affiliation</b>
Syed Noman Sherazi	Project Manager		
Mati-Ur-Rahman	Developer		
Usman Iftikhar	Designer, QE		

**Approval of minutes from last meeting**

Approved

**Old business**

- Develop Project business Case [completed]
- Develop Project charter [completed]
- Team Formation [completed]
- Create Team Contract [completed]
- Setup Project Environment [Completed]

**New business**

- Create scope document