

**A Wiki Project
Meeting Minutes**
"03/30/2020, 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 tool for their FYP management. [Closed]
- We need proper documentation along with comparison wiki. [Closed]
- 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]

New business

- Contract Project

Minutes submitted by: Syed Noman Sherazi, [03/30/2020]

Minutes approved on: [03/30/2020]