

**A Wiki Project
Meeting Minutes**
"03/30/2020, 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. [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]

New business

- Contract Closure

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

Minutes approved on: [03/30/2020]