**A Wiki Project**

**Meeting Minutes**

*“02/07/2020, FAST-NUCES”*

**Attendees**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Affiliation** | **Name** | **Affiliation** |
| Syed Noman Sherazi | Project Manager | MS. Noreen Jameel | Client, Sponser |
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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]
* Functional requirements, Non-functional requirements [Resolved]
* Scope document (including assumptions, and constraints) [Resolved]

New business

* Project cost budget strategy
* Risk management strategy
* Communication plans
* Quality plans