**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