**A Wiki Project**

**Meeting Minutes**

*“02/11/2020, 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

No, it is first meeting ever for this project.

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