**A Wiki Project**

**Meeting Minutes**

*“02/07/2020, FAST-NUCES”*

**Attendees**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Affiliation** | **Name** | **Affiliation** |
| Syed Noman Sherazi | Project Manager |  |  |
| Usman Iftikhar | Designer, QE |  |  |
| Mati-Ur-Rahman | Developer |  |  |

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 tools for their FYP management. [Open]
* We need proper documentation along with comparison wiki. [Open]
* Functional requirements, Non-functional requirements [completed]
* Scope document (including assumptions, and constraints) [completed]

New business

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