

Meeting Notice/Notes

Attendees:	Signe Berggren Ekern August Oksavik Matthew Hunt Saleh Abdel-Afou Alaliyat		
Absentee:	-		
Copy to:	-		
Date and time of meeting:	Wednesday 28.01.26 11:00-12:00	Location:	NTNU Ålesund – Ankeret B432

Regarding/type of meeting

Meeting to get feedback on our pre-project plan.

Agenda

1. Compensation for travel and ask to get the funding for a backup hard drive
2. Establish what we have worked on regarding the pre-project plan
3. Walkthrough of the pre-project plan
4. Feedback/review on the content of the pre-project plan
5. Possibly other questions regarding the thesis

Meeting Notes

Travel expenses can be covered – Need to save the receipts after paying for expenses

Ask to get the funding for a hard drive- Saleh will investigate it

- Either getting us one that NTNU already have or to get funding for it
- Saleh will ask Arne and the lab

Templates – Asked to give feedback to Arne that the template for the main report does not comply with the technical demands of the main report

Pre-project feedback from Saleh:

- Change the funding and materials section
- Risk matrix and timeline look good

Went over our progress in the project and what we plan to do next