

AARHUS UNIVERSITY
SYSTEMS ENGINEERING
COMPANY H

01-00-ALL-v01-24032021

Meetings

BEUMER Group

Group members:

Martin Jespersen (201706221)

Tristan Møller (201706862)

Rikke Christensen (201704464)

Jesper Jakobsen (201708777)

Mikkel Jensen (201708684)

Jens Bendtsen (201708413)

Mads Dahl (201705285)

Marie Bærentzen (201608667)

Supervisor:

Stefan Hallerstedte, Lektor

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1 Purpose of the document

This document contains all the MoMs for the three types of meetings the company will have throughout the project. This includes minutes from prime contractor meetings, sub-contractor meetings and review meetings.

2 Prime Contractor meetings

2.1 Meeting 1

Date: 17-03-2021

Time: 13:15 to 13:55

Place: Online Zoom Meeting

Participants: All employees of company H and Christopher Michael Larimore from Beumer Group

Rapporteur: Rikke Fanøe

2.1.1 Purpose of meeting

The purpose of the meeting was to get feedback on some of the documentation and to discuss the needed changes to the system.

2.1.2 Agenda

13:15 Introduction of the group members

13:20 An overview of the following documents will be given:

- (a) SEMP
- (b) CONOPS
- (c) SRS
- (d) Preliminary design

13:35 Input from Beumer about the contents:

- (a) General feedback
- (b) What could be done differently?
- (c) Any deficiencies?
- (d) Request of new changes (10-15 min)

13:55 General questions (5-10 min)

2.1.3 What was discussed

The different documents in the agenda, the new changes to the system, and general feedback were discussed.

2.1.4 What was agreed upon

The company agreed upon making minor changes to the documentation and add the necessary changes that is needed in regards to the security check in the system.

2.1.5 Action points with deadlines

The goals that the company needs to accomplish before next deadline is to implement the minor changes to the documentation documents, write the preliminary design document, and to write and send the Sub-contractor agreement. So the action points are as follows:

Action points:

1. Implement the minor changes to the documentation documents
2. Write the preliminary design document
3. Write and send the Sub-contractor agreement