Meeting Minutes – Novo FM Project

**Location:** Meeting in Group room in Krona.

**Date:** 19.02.2016

**Time:** 10:00-12:00

## Attendance

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| 1. | Badis Madani (Project Manager) | Attended |
| 2. | Håkon Hedlund (Systems Engineer) | Attended |
| 3. | Arshad Shakil | Attended |
| 4. | Charlie Shao | Attended |

## Agenda Items

* Reflection on our SFM project.
* Context of study.
* Project progress inspection.
* Following the action points of the previous meeting.

## Points discussed

* Charlie explained the list of stakeholders and their requirements that he prepared.
* Arshad talked about the service we decided to choose; HVAC with comparison to other services.
* Håkon added to Charlie’s list of stakeholders, government and their requirements.
* Håkon showed us his CONOPS draft, and we discussed the issue of making it with the few information resources we have now.
* Badis focused on sticking to the project plan and being devoted to finish the allocated tasks within the planned time for each one of them, to ensure the project progress.
* We discussed the Gantt chart that Arshad made to track the project progress.
* Charlie had some comments on writing the documents, SRR in particular.

## Action Points

* Arshad will make the CONOPS and fill in the needed parts for SRR. (Part 5)
* Charlie will fill in the SRR parts of Identification of opportunity and SMART goal and work on conops document parts. (1-2-5 parts)
* Håkon will fill in the SRR parts of NTCP (taxonomy) and identification of stakeholders and their requirements. (4-6-7 parts)
* Badis will make the minutes of this meeting and fill in the SRR parts of the project team and WBS and the agenda of meeting. (3-9 parts)
* Skype meeting with Prof. Aurilla at 11:00 on 22.02.2016.