Meeting Minutes – Novo FM Project

**Location:** Skype meeting

**Date:** 17.02.2016

**Time:** 9:00-10:00

## Attendance

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| 1. | Prof. Aurilla Aurélie Arntzen | Attended |
| 2. | Badis Madani | Attended |
| 3. | Håkon Hedlund | Attended |
| 4. | Arshad Shakil | Attended |
| 5. | Charlie Shao | Attended |

## Agenda Items

* Reflection on our SFM project.
* Context of study.
* Project progress inspection.

## Points discussed

* We agreed on making regular meeting every monday.
* Prof. Aurilla asked to hear a summary of our readings on different topics.
* Arshad, Charlie, Hakon and Badis talked about IoT, Cloud Computing, Trends, FM respectively.
* Prof. Aurilla had some comments about it and how it is important to start studying the topic by definition, then state the advantages, drawbacks and challenges (e.g. technological, social)
* Prof. Aurilla reminded the team about the two different approaches for the SE projects.
* Prof. Aurilla suggested to choose one service to focus on and define the different stakeholders.
* Arshad asked about Gantt charts and how it should be done without a clear view of the detailed tasks to achieve. Prof. Aurilla suggests to use the PM approach for the global view.
* Prof. Aurilla explained her work on a project on FM with a company in France.
* Prof. Aurilla emphasized and advised Badis (Project manager) to allocate tasks to the team members and delegate the projects progress, and preparing the minutes of meeting, agenda.

## Action Points

* Narrow down the topic and choose one service (e.g. energy saving), define stakeholders and collect their requirements and think about the CONOPS.
* Håkon and Arshad will read about what is FM in Norway.
* Prof. Aurilla will send the article related to her work with a company in France about FM.
* Charlie will read the article once we receive it.
* Badis will make the minutes of the meeting.
* Prof. Aurilla will review and give feedback on FM\_BRR document.
* Group members meeting at 20:00 same day.