Meeting Minutes – Novo FM Project

**Location:** Skype meeting

**Date:** 22.02.2016

**Time:** 13:00-14:00

## 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

* HVAC service (chosen), stakeholders and their requirements.
* CONOPS
* Project progress inspection.
* Following the action points of the previous meeting.

## Points discussed

* Badis started by asking details about content of agenda of meetings, Arshad explained that along with some comments from Prof. Aurilla.
* We discussed the issue with sharing the files on dropbox and Prof. Aurilla not being able to see them in her folder.
* Charlie talked about stakeholders and their requirement he made with help of Håkon.
* Arshad talked about his work on CONOPS and his concerns about it, and Prof. Aurilla answered and commented on them.
* Prof. Aurilla points that the team should agree on each document done by each member before send it to her for review.
* Prof. Aurilla asked about project management state, explained how to delegate well, and how to track each working time through timesheets.
* Prof. Aurilla commented on our summary of readings files (references, more details)

## Action Points

* Prof. Aurilla asked to work more on the CONOPS.
* Discuss the work of each one of us and approve before sending it to the professor for review.
* Badis will make the minutes of this meeting and confirm that Prof. Aurilla gets updated with new files uploaded in dropbox.
* Group members meeting at 10:00 on 24.02.2016 to work on Conops, and SE documents.
* Next skype meeting with Prof. Aurilla at 11:00 on 29.02.2016.