Meeting Minutes – Novo FM Project

**Location:** Meeting in the library in Krona.

**Date:** 25.02.2016

**Time:** 10:00-13:00

## 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

* BRR & SRR content
* CONOPS
* Project progress inspection.
* Following the action points of the previous meeting.

## Points discussed

* Charlie updated BRR documents to adapt it to our HVAC service chosen. And we approved it.
* We followed the SRR content to allocate tasks and inspect its different parts for approval.
* We discussed in more details about CONOPS made by Arshad and Charlie:

1. Statement of goal and objectives.
2. Boundaries of the system.
3. Constraints that affect system.
4. Conceptual view of the system
5. Processes involved in fielding, commissioning, maintaining and retiring the system

* We assigned to each of us a task or a modification to the above sub-parts of CONOPS.
* We allocated some other SRR content parts to each team member.

## Action Points

* Badis: Minutes of meeting, Agenda. Project team part of SRR and (e) part of CONOPS.
* Arshad: WBS and some modification in (a-b-c) parts of CONOPS.
* Charlie: make the d) conceptual view of the system in CONOPS.
* Håkon: make the Risk management plan, and add to NTCP in SRR document.
* Discuss and finalize Gantt chart in the next group meeting.
* Group members skype meeting at 15:00 on 28.02.2016 which is the expected deadline for each of the above action points.
* Send BRR and ( SRR if finished ) to Prof. Aurilla for review.
* Next skype meeting with Prof. Aurilla at 11:00 on 29.02.2016.