Meeting Minutes – Novo FM Project

**Location:** Skype meeting.

**Date:** 28.02.2016

**Time:** 15:00-16:00

## 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 |

## Points discussed

* Badis conducted the meeting by following the agenda.
* Arshad finished the modification of CONOPS parts agreed by the team in the previous meeting; statement of goal and objectives, boundaries of the system, constraints that affect system.
* Badis finished the modification of the CONOPS sub-part; processes involved in fielding, commissioning, maintaining and retiring the system.
* Charlie finished the Conceptual view of the system.
* Håkon finished the risk management plan.
* We discussed about the agenda format and content, Arshad sent an example of it.
* We agreed on the final BRR document and to send it to Prof. Aurilla for review.
* We talked about the timesheets and tracking working hours of each member.

## Action Points

* Badis: Minutes of meeting, Agenda, before the skype meeting with Prof. Aurilla. Finish the project team part of SRR.
* Arshad: continue working on the WBS.
* Håkon: and add to NTCP in SRR document.
* Discuss and finalize Gantt chart in the next group meeting on 29.02.2016 after meeting with the professor.
* Send to Prof. Aurilla an email to confirm the time, and the BRR documents ready for review.
* Next skype meeting with Prof. Aurilla at 11:00 on 29.02.2016.