Meeting Minutes – Novo FM Project

**Location:** Skype meeting.

**Date:** 29.02.2016

**Time:** 11:05-11:35

## 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 |
| 5. | Prof. Aurilla Arntzen | Attended |
| 6. | Klemen Bravhar | Attended |

## Points discussed

* Badis conducted the meeting by following the agenda and Arshad took the minutes.
* Aurilla mentioned that the first point of the agenda should be a report of the last week’s progress. She also mentioned that the agenda should contain the action points of the minutes.
* Aurilla commented about BRR:
  + Versioning of document is good.
  + Instead of identification write introduction.
  + It’s good that we have an introduction about FM, but she wants us to add more about FM.
  + We are missing the problem formulation; why aren’t we satisfied with the current situation? What is the problem today?
  + Need to explain better for people who don’t understand FM.
  + What can be useful for the future HVAC system?
  + We have to write: advantages and drawbacks of the current HVAC system, describe the current HVAC system, what to improve and how to improve?
  + Should add a drawing of the user scenario that describes how the HVAC system works.
* Badis had a question regarding organization structure; we were told that we don’t need to give a hierarchical overview of the group. Since it is a small startup company we have a flat structure and everyone can make a decision without asking others.
* Knowledge maps were discussed; this can only be shown after the WBS is done.
* Arshad had a question about GANTT and WBS: was told that they should be made as a group and not individually.

## Action Points

* The group needs to finish the BRR and add the comments from the points discussed
* Aurilla is going to give us the date for the next meeting at school.
* The group has to keep working on the CONOPS and SRR and will inform Aurilla to review the documents when they are ready.
* Group members meeting at 14:00 on 01.03.2016.