Meeting Minutes – Novo FM Project

**Location:** Skype meeting

**Date:** 17.02.2016

**Time:** 20:00-21:30

## Attendance

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| 1. | Badis Madani | Attended |
| 2. | Håkon Hedlund | Attended |
| 3. | Arshad Shakil | Attended |
| 4. | Charlie Shao | Attended |

## Agenda Items

* Reflection on our SFM project.
* Context of study.
* Project progress inspection.
* Following the action points of the previous meeting.

## Points discussed

* Håkon presented FM in Norway, through 2 companies; ISS and Coor service management, and different services they provide for the different companies in northern countries.
* Arshad presented NHO Norwegian company, and he found that FM is taught in UiO Oslo university, he will inspect and try to get some relevant resources.
* Charlie explained the article given by Prof. Aurilla earlier today.
* Based on Charlie’s summary, our readings and work last weeks we discussed about different services and challenges for FM, in order to narrow down the topic and choose one service.
* Badis followed the previous action points and talked about the formal minutes of meeting and how to take notes to prepare it.
* We started to focus on possible specific service (HVAC) and its stakeholders.

## Action Points

* Arshad will inspect more details about different services to confirm our possible choice of HVAC.
* Håkon and Charlie will identify stakeholders and their requirements.
* Badis will make the minutes of the meeting.
* Each member is supposed to investigate and inspect casually some information from FM companies’ websites.
* Group members meeting at 10:00 on 19.02.2016.