Meeting Minutes – Novo FM Project

**Location:** Meeting in Krona, room 4316.

**Date:** 07.03.2016

**Time:** 14:00-16:30

## 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

* Follow Gantt chart and discussed SDR content.
* Identification of different design solutions.
* Contacted a person in Krona, and he gave us a company to contact. Arshad sent the email asking for relevant information about the current control of HVAC systems.

## Action Points

* + Reading about HVAC system in detail,
    - Understand perfectly the different terminology.
    - Describe each solution depending on your grasp of knowledge and how you think that would be implemented? What are the challenges for it? Would it satisfy the stakeholders’ requirements?
    - Cite the selection criteria you see important for making a final choice.
  + All the above should be done and put in a draft to be discussed on next meeting.
  + Next team meeting at 10:00 on 09.03.2016.