Meeting Minutes – Novo FM Project

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

**Date:** 09.03.2016

**Time:** 10:00-12:00

## 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

* Summarized the document fundamentals of HVAC systems
* Discussed each attendees suggestions for the SDR draft

## Action Points

* Charlie will add content about different control systems in the BRR
* Arshad will draw the concepts to the SDR