Meeting Minutes – Novo FM Project

**Location:** Meeting in Krona, room 4315.

**Date:** 10.03.2016

**Time:** 09:00-12:00 14:00-16:00

## 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

09:00-12:00

* Make Survey questions.
* Thinking about the contents of class meeting about projects progress.
* Interview Aurilla about indoor environment.

14:00-16:00

* Redesign survey questions according to Aurilla’s suggestions.
* Distribute survey papers to our Interviewees.

## Action Points

* Badis, Håkon, Chalie distribute survey papers to Interviewees.
* Visit Interviewees and collected surveys on 11/03/2016.
* Meeting at 9:30, 3/11/2016 in Group room 4316.
* Analyze surveys and make summary, meet Aurilla if needed.
* Talk about conops structure and allocate tasks at 11/03/2016.