Meeting Minutes – Novo FM Project

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

**Date:** 11.03.2016

**Time:** 09:30-16:30

## 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

* We handed out surveys and interviewed students and employees in the HBV KRONA building
* We counted results and started the analysis of the surveys
* Arshad wrote on the Project management document
* Badis made an online survey to collect a wider information.

## Action Points

* Everyone is going to read about CONOPS, and prepare to be ready to write the first CONOPS draft on 14/3.
* Collect the rest of answers and analyze the survey results on the coming team meeting.
* Meeting at 9:30 or 10 on 14.03.2016