Meeting Minutes – Novo FM Project

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

**Date:** 14.03.2016

**Time:** 09:30-13:00

## Attendance

|  |  |  |
| --- | --- | --- |
| 1. | Badis Madani (Project Manager) | Attended |
| 2. | Håkon Hedlund (Systems Engineer) | Attended |
| 3. | Arshad Shakil | Attended |
| 4. | Charlie Shao | Attended |

## Points discussed

* We collected the rest of surveys from users in the school. And discussed the results.
* Charlie exported the results from Surveymonkey into a pdf.
* We started making the conops document in details, discussed different document organization ways, and agreed to follow IEEE conops standards proposed by Håkon.
* We allocated parts of the conops documents to each member.

## Action Points

* Badis will do the scope and current system or situation. (a, b).
* Charlie will do Justification for changes to current situation (c).
* Arshad will do the concepts for the proposed systems and the operational analysis. (d, e)
* Håkon will do the analysis of the proposed system. (f).
* Collect the rest of answers and analyze the survey results on the coming team meeting.
* Meeting at 9:30 on 16.03.2016