Meeting Minutes – Novo FM Project

**Location:** Meeting in Krona, room 4317.

**Date:** 16.03.2016

**Time:** 09:30-11:30

**Minutes made by:** Badis

## 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 discussed Aurilla’s comments about the survey and we divided the parts for the survey analysis document according to her comments.
* We discussed conops parts and agreed to work more on it till the next meeting.

## Action Points

* Badis will do the recall of the context of study, why we want to do this study.
* Arshad will include the tables in the document and make a written analysis of the results of the questions.
* Survey analysis will be finished on the 17th. And send it to Aurilla.
* Conops parts will finished on the 18th.
* Charlie will do summary that will help to define better part of the function of the system.
* Håkon will do the description of strategies used for collecting data.
* Meeting at 9:30 on 18.03.2016