Meeting Minutes – Novo FM Project

**Location:** Meeting in Krona, room 4322.

**Date:** 29.03.2016

**Time:** 13:00-17:00

**Minutes made by:** Badis

## Attendance

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

## Points discussed

* We discussed Conops parts and specifically the operational analysis. And the project management document.
* Review PM document and the parts to be finished

## Action Points

* Håkon will finish the system analysis in conops. And part 4 of PM document.
* We will work on PM document and finish it by tomorrow. Badis on 5, 7 and 9.
* Charlie will do the part 8 of PM document.
* Arshad will work on part 6 of PM document.
* Meeting at 9:30 on 31.03.2016