Meeting Minutes – Novo FM Project

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

**Date:** 31.03.2016

**Time:** 10:00-17:00

**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 | Attended from 14:30 |

## Points discussed

* Reviewed PM document, made modifies to WBS, add system engineering model.
* We will focus on the user perspective, since we don’t have information from maintainers.
* Stakeholders requirements, control indoor environment, use the survey analysis as a source, where to involve it in conops document.

## Action Points

* Send PM and CONOPS documents to Aurilla for review.
* Badis Make agenda for meeting with Aurila on Monday 3th April, 2015.
* Make the stakeholders requirement and operational scenarios
* tomorrow meeting.
* Operational scenarios