Meeting Minutes – Novo FM Project

**Location:** Meeting in Krona.

**Date:** 09.03.2016

**Time:** 14:30-16:30

## 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 |
| 5. | Aurilla Arntzen | Attended |
| 6 | Klemen Bravhar | Attended |

## Points discussed

* The SRR the group had made was discussed and Aurilla had the following remarks:
  + CONOPS and project management should be in its own document.
  + The group lacked references.
  + It was evident that the group did not understand what a review was; it’s a document showing what work has been done. In this case; has the requirements of the system been met?
* Aurilla had the following remarks regarding the CONOPS:
  + It was clear that the group did not know what commissioning meant. When the group wants to replace the system, what will they do?
  + Might be smart to have a plan for how they will make the system. COT (component out of the shelves) or will they develop each component themselves?
  + Do a better job identifying the stakeholders through survey/interview and prioritize the requirements.
* The project management was also discussed:
  + Needs to be tailored to the project.
  + NTCP needs to be more precise and needs to explain why the system is classified the way it is.
  + Need to remove deliverables from GANTT and put into a new document.
  + The project management should include 9 things; purpose, goal, objectives, processes, WBS, GANTT, organization structure, resources, and management.
* Endnote was recommended as a software for references.

## Action Points

* Arshad will make the project management document.
* Everyone reads the webpage in “papers to read” folder (CONOPS- the MITRE corporation) before meeting.
* Everyone makes a list of questions for use in a survey. It should be prepared so that its ready for approval from Aurilla.
* Describe each solution depending on your grasp of knowledge and how you think that would be implemented? What are the challenges for it? Would it satisfy the stakeholders’ requirements?
* Next team meeting will be at 09:00 on 10.03.2016