Meeting Minutes – Novo FM Project

**Location:** Group meeting at Krona room: 4318.

**Date:** 01.04.2016

**Time:** 09:30-15:30

## Attendance

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

## Points discussed

* Discussed and made the stakeholders requirements and operational scenarios.
* Worked on the identification of design concepts and selection criteria.
* Make Pugh matrix and AHP matrix to evaluate the design concepts.

## Action Points

* Send PM and CONOPS documents to Aurilla for review.
* Badis Make an explanation about choosing HVAC service in BRR (after the FM figure)
* Make the system design, Identification of system requirements, Functional analysis, and system architecture.
* Meeting on Monday april, 4th, at 13:00.
* Meeting on Thursday april, 7th, at 09 :30.