Meeting Minutes – Novo FM Project

**Location:** Skype meeting from Krona group room 4318.

**Date:** 08.04.2016

**Time:** 09:30-10:30

## 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 |
| 5. | Aurilla Arntzen | Attended |

## Points discussed

* We explained what we have done during the last two weeks.
* Charlie updated on the project budget
* Why we have a delay as a risk and how to mitigate it by working more hours, and since one the reason is that we lack knowledge in some area, write down that.
* Discussed conflict resolution
  + Put figure references
* Reviewed the survey analysis
  + Put figure and table text
  + Don’t need table and figure – same thing
  + Strategies in collecting data, Quantitative, Qualitative. Add duration of interviews
  + Cross-check the survey results (for example woman prefer mobile solution), the HSN school have a good software we could use in the future.
  + Focus on the employees, the students should not be main stakeholder
  + Talk about the limitations of the survey (what would like to change on the survey, limitations of the software)
  + Specify who is working in the log of the revision of the document
* System requirements – start with the functions then state the components

## Action Points

* Make a status of current project budget (time usage).
* Identify time usage, and make a solution to how the group can progress and cover the lack of knowledge.
* Clean the project folders.
* Brush up the PM document according to the review.
* Skype meeting with Aurilla Tuesday at 11:30, and follow the agenda.