Meeting Minutes – Novo FM Project

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

**Date:** 08.04.2016

**Time:** 10:30-16:00

## 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 |

## Points discussed

* Survey analysis. PM document.
* SDR document parts divided.
* We discussed the current system overview in Krona building.
* We discussed the system requirements and the functional analysis.

## Action Points

* Arshad will re-fill in new survey the employee answers. And he is responsible for the survey analysis document and modification according to Aurilla’s comments.
* Charlie will write a description of each solution in SDR.
* Håkon will do pugh and AHP matrix, with the preferred design concept.
* Badis is responsible for the PM documents and modification according to Aurilla’s comments.
* Make the system design, Identification of system requirements, Functional analysis, and system architecture. Think more possible system requirements.
* Meeting on monday april 11th, at 09:30.