Meeting Minutes – Novo FM Project

**Location:** Group meeting at Krona, classroom.

**Date:** 11.04.2016

**Time:** 09:30-16:00

## 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 from 14:40 |

## Points discussed

* Survey analysis is still under completion by Arshad.
* SDR document completed and closed, as well as the PM document.
* Håkon filled in in new survey using only the employees’ inputs to analyze their answers and found that it is still the same results as the general survey already made, so panel was a preferred way to control indoor environment.
* We discussed the current system overview in the lower level and how HVAC system is implemented and operating in the current market.
* We discussed the system requirements and the functional analysis, we struggle with it in the meantime.

## Action Points

* Arshad will continue working on survey analysis.
* Ask Aurilla about the functional analysis and system requirements.
* Meeting on Wednesday 13th and Friday 15th, at 09:30.