Meeting Minutes – Novo FM Project

**Location:** Skype meeting from classroom in KRONA.

**Date:** 13.04.2016

**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 | Unattended |
| 5. | Aurilla Arntzen | Attended |

## Points discussed

* Updated Aurilla about the Project document
  + Risk management
* Updated Aurilla about survey analysis
* Aurilla reviewed the CONOPS
  + Justification of change: lot of people want to change the air quality, but how?
  + System attributes(criteria) need to come from the requirements
  + Explain the stakeholders and requirement more clearly (employee, student)
  + Have a description and rank requirements of each stakeholder (nice to have, must have)
  + Make a different concept drawing
    - What is sensor
    - Input -> control -> output
* Aurilla reviewed SDR
  + The different concepts look similar
* Aurilla reviewed system requirements
  + Describe the requirement and functions more clearly
  + Be more specific
* Make drawbacks of our thinking, what mistakes have we made during the process?
  + What was our mistake?
  + What could we have done instead?

## Action Points

* The groups should
  + Make changes according to Aurilla’s comments on the CONOPS
  + Research more about regulation of humidity and air quality
  + Explain the system requirements more clearly
  + Think about and write down the drawbacks in our project
* Aurilla is going to do the agenda and run the meeting next meeting on Friday 15/4 at 9.30