Meeting Minutes – Novo FM Project

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

**Date:** 02.05.2016

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

## 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 from 13:30 |

## Points discussed

* Discussed the allocated tasks of last week, traditional HVAC systems, functional analysis, Idef0, Hardware components.
* Skype meeting at 10:30 dismissed!
* Discussed briefly the content of different documents BRR, SRR, SDR, PDR, CDR. And we assigned tasks for each team member.

## Action Points

* Work separately and discuss the issues about the documents.
* Meeting on Tuesday 03.04, at 12:30.