All attended 2 hours

Went through framework.

SRR: Includes project management. Should not be in the document! After goal describe the objectives (cant take it from CONOPS). Steps in order to achieve the goal. Lacking references.

CONOPS in its own document. Commisioning; not clear what we mean. When you want to replace system, what will do?

COT(component out of the shelves) or develop yourself. – How will we make the system?

CONOPS: Stakeholders identify them - > Find their requirements through survey/interview. Maintenance; how does it work? -> Prioritize the requirements.

Aurilla recommends us to use Endnote software for references.

Project management: goal, objectives, WBS. NTCP: Be more precise and say why we are classifying them. Remove the deliverables from the GANTT and into a new document. Should include: purpose, 2 goal, 3 objectives, process, WBS, GANTT, Organization structure (people – list of competence), resources (people and money) / Humanhours, management (risk management, strategy during conflict, IPR)

Reviews: Need a flow. Should show what work has been done. Has it satisified the requirements of the document?  
  
1. Find a problem first; FM : costly and hard to monitor the buildings. Not flexible. ->

Todays approach: maintenance/complex. - > Want a smarter way to control/monitor/operate buildings in general.

2. Different services: list them up. We would like to focus on: HVAC.

3. Describe HVAC. Through papers/HBV/ 🡪 find our detailed goal.

4. CONOPS from the user perspective: goals/concepts/user perspective/requirements(as worker: work in comfortable environment)

Action points:

* Project management document needs to be done – Arshad makes.
* Everyone read the webpage in “papers to read” folder (CONOPS- the MITRE corporation) before meeting and we will write down the CONOPS – Bulletpoints and fill where we can.
* Make the survey. Prepare it and ask Aurilla before surveying. Everyone makes questions before team meeting on Thursday.

Next meeting 14 march at 11:00.