Meeting Minutes

Information

- **Location:** FEUP, Room B229
- **Date:** March 11th, 2022 16:00 PM (UTC)
- **Agenda**

  1. Project presentation `1h30min`
  2. Topic discussion `30min`

- **Participants:**
  - **Clients (Vestas Wind Systems)**
    - Francisco Lima
    - João Pacheco
  - **Development Team**
    - André Assunção
    - André Malheiro
    - Henrique Pereira (remotely)
    - João Rocha
    - João Romão
    - Paulo Ribeiro
    - Pedro Azevedo
    - Pedro Seixas

🎯 Kick-off Meeting Goals

- Meet the representatives of the client company and exchange contacts
- Get an overview of the client company's work
- Understand the idea behind the project that we are going to develop and its requirements
- Clarify initial doubts about the project
- Define the next steps to be taken until the next meeting

💭 Topics of Discussion

Company Presentation

Vestas Wind Systems is a Danish wind turbines company. It operates across multiple countries worldwide, it has over 29000 employees, over 52000 active wind turbines and it had a multi-billion euro revenue in the last year. Vestas is the number one on-shore company, and it is their goal to also become the number one off-shore.

Vestas Power Solutions is the business unit that we will be collaborating with and that is responsible for the development and design of wind turbines.

Objectives and scope of the project

The project consists of a prioritization tool for several programs related to the projects developed in the company, whose main objectives are:

- Collecting internal and external data, present in the portfolio management tool (SAP PPM) and accessible to us through a dummy database with internal data (e.g. customer information and financial data), and the external data (e.g. turnover, contribution margin) will have to be manually entered by the clients.
- Provide a quantitative overview of the company's Product Ranking (Scenario simulation).
- Support on decision making.
- Provide information to support re-planning activities (e.g. postponed milestones), and suggest new dates for the appointments.

Project Requirements

Several initial mockups were presented to clarify the required features and how the product could be structured. The clients suggested implementing five main tabs each one with its view:

- Home page
  - Description, contacts, etc.
- Input
  - Allow adding external information (manual) and internal information (automatic).
  - Allow a user to overwrite these values for simulation purposes.
- Program ranking
  - Stacked plot with costs, hours spent, and more relevant information.
  - Can't move programs with strategic relevance.
  - Strategic relevance is an input.
  - Provide a way to extract the results into a file.
- Effort/Impact matrix
  - Quantifies each program effort and impact.

- Visual representation to help understand which programs should be prioritized.
- Program Status
  - Visualize specific information of a given program such as a capacity overview, cost overview, and a timeline chart showing the gates of the project development.

These are just customer ideas, they are open to suggestions for new tabs or features.

Schedule, milestones, and main activities

The client suggested adopting an agile methodology with two-week-long sprints and weekly meetings on Fridays from 4 pm. to 6 pm.

Procedures for reporting problems and suggestions

Contact João Pacheco or Francisco Lima through email or phone (for more immediate problems) or discuss in the weekly meetings.

Main challenges

- Learning to use the technologies presented.
- Extract information correctly and display it in an informative manner.
- Allow users to change variables to cause changes in projects.
- Save data correctly to be imported to Jira.
- Allow admins to maintain the system.

Technology, multimedia and business needs

To reduce the tool overload and to easily integrate into Vestas, the client required the following tool to be used by the developers:

- Microsoft Power Platform

The development team is also free to explore other technology tools they feel comfortable with.

Project Outputs

- Tool to support the decision-making process (new schedules, new timelines, new dates) and allow adapting the prioritization and replanning of activities
- Handover material
  - Tool goals
  - Roles and respective responsibilities
  - Integration recommendation
  - Key performance indicators for ideal tool operation
  - Tool maintenance instructions

- Future work recommendation

- Train material for user understanding (PPT)

- Train material for admin (PPT)

- High-level presentation for senior management (PPT)

📕 Next Steps

Development Team:

- Send team contacts

- Configure project development tools (GitHub)

- Setup working methodologies

- Define clear project goals

- Explore suggested technologies

Client:

- Finalize Non-Disclosure Agreement

- Provide the development team with access to company email, platforms/technologies and project data

- Share the slides of the presentation with the development team

✏️ Notes

Weekly reporting:

- Project increment

- Deliverables progress

- Risks and mitigations

- Next steps

Concepts:

- Portfolio: Project in a program; each portfolio is divided into buckets, where each bucket has systems, which themselves have programs (initiatives) and projects (items)

- A-level: Final product (e.g. Wind turbine)

- B-level: Each piece of the product (e.g. Blades)

- C-level: Each component of the piece of the product (e.g. Blade component)

- SAP PPM: Portfolio management software (used for A-level planning)

- Jira: Project management software (used for B-level and C-level planning)

- GATES planned dates: gates are crossed after some milestones (composed of activities). Typically, crossing the second gate means that the project must be finished eventually and cannot be canceled

- Strategically Relevant: a project considered investable, without taking into account if it is a good or a bad project

☎ Contacts

Clients

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