# [Weekly Meeting – ALKA ] [12 -12 - 2016]

## Attendees:

|  |  |
| --- | --- |
| Name: | Present |
| Davide | Yes |
| Sharad | Yes |
| Raymond | Yes |
| Anshuman | Yes |

## Agenda points:

* Weekly planning (30 min)
* Long term Project timeline , mod PID document (1 h)
* Discuss Requirement document and finalize (30 min)
* Start with Item definition and HARA (1 h)

**Week Schedule Planning**:  
  
Tuesday:  
10:30 - 12:30 – HARA(Discussion)  
  
Wednesday:   
10:00 - 12:30 – HARA (PW)  
14:00 – 17:00 – HARA (Team Work)

Thursday:   
14:00 – 17:00 – Safety Goals (PW)

Friday:   
09:00 - 12:30 – FSR  
14:00 – 15:00 – CAFCR

Monday:   
14:00 – 17:00 – Weekly Meeting

**Phase 1 Planning:**

Two Teams

28 Nov – 2Dec – NCAP Requirements

5Dec – 9Dec - CAFCR

12 Dec – 14 Dec – HARA

15 Dec - Safety Goals

16Dec – 20Dec – FSR

20Dec – 3Jan - Holidays

Jan 4 – Jan 11 – Documentation

**NCAP Requirements Review:**

Requirements were reviewed and minor changes.

**HARA :**

Hara template discussed.

Vehicle Functions discussed and to be agreed upon.

**Timeline:**

Important Dates:

14th Dec: Sharad is on leave till holidays

21th Dec: Start of Holidays

4th Jan: Holidays End

12th Jan: Presentation

13th Jan: Report

## Action list

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| **Action** | **Owner** | **Deadline** |
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## Upcoming deadlines

1. Phase 1 deliverables for 12th and 13th Jan