# [Weekly Meeting – ALKA ] [28 -11 - 2016]

## Attendees:

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

## Agenda points:

* Team Development Plan
* ALKA Project + Kick Off Review
* CAFCR Review + Assignment

**Team Development Plan**:

Roles of Team Members:

Raymond – Implementer

Anshuman – Team Worker, Finisher

Sharad – Warner, Implementer

Davide – Shaper

Expectation from Team Leader:

Track of Progress

Communication

Decision Making

**ALKA Project + Kick Off Meeting:**

Main objective: Build knowledge about Functional Safety.

Deliverables:

Report on Functional Safety Requirements for ALKA – 13 Jan 2017

Presentation on Functional Safety Requirements for ALKA – 12 Jan 2017

ASIL Discussion:

Risk Assessment

Safety Goal

Functional Safety Goal

Technical Safety

Tasks List:

ASIL A - Can be extended to B

Functionality for Highways – Can be extended upto Urban

NCAP Requirements

**CAFCR Review:**

Customer View reviewed.

Identifying Key Drivers.

Question List for Rameez (NXP Customer).

**Timeline:**

Important Dates:

30th Nov: Functional Safety Workshop

14th Dec: Sharad is on leave till holidays

21th Dec: Start of Holidays

4th Jan: Holidays End

12th Jan: Presentation

13th Jan: Report

**Weekly Plan:**

Tuesday:

9 a.m. -10:30 a.m. - Self Study

10:45 a.m. -12:30 p.m. – CAFCR

Wednesday:

Functional Safety Workshop – Whole Day

Thursday:

3:00 p.m. - 5:00 p.m. - Review of Functional Safety Workshop

Friday:

1:30 p.m. - 5:00 p.m. – CAFCR/PD Assignment

## Action list

|  |  |  |
| --- | --- | --- |
| Action | Owner | Deadline |
| Reading | Everyone |  |
| System Decomposition | Whoever can do |  |

## Upcoming deadlines

1. CAFCR deliverable for 8th Dec.