

## AGENDA OF MEETING

<b>Meeting Title</b>	Supervisor Meeting
<b>Date</b>	13-08-2012
<b>Start Time</b>	1800
<b>End Time</b>	2030
<b>Called By</b>	Suriyanti
<b>Venue</b>	SIS Level 4
<b>Attendees</b>	Suriyanti, Glorya, Yosin, Jek Bao, Minh, & Prof Hady
<b>Objective</b>	Dry Run for Acceptance Presentation

### PREPARATION FOR MEETING:

Please Read	Please Bring:
-	-

### ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status

### AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Dry Run for Acceptance		
2	Clarify questions: <ul style="list-style-type: none"><li>- Test case for Deploy Staff iterations? How to write?</li><li>- Problem Size – Permutations or Combinations?</li><li>- Need to introduce on the team members' roles and responsibilities?</li></ul>		

## MINUTES OF MEETING

Meeting Title	Supervisor Meeting
Date	13-08-2012
Start Time	1800
End Time	2030
Venue	SIS Level 4
Invitee List	Suriyanti, Glorya, Yosin, Jek Bao, Minh, & Prof Hady
In Attendance	Suriyanti, Glorya, Yosin, Jek Bao, Minh, & Prof Hady
Absent	-
Objective	Dry Run for Acceptance Presentation

### DECISIONS:

No	Subject	Decision
1	Dry Run for Acceptance	<p>Looking out for:</p> <ol style="list-style-type: none"> <li>1. Clear scope (specific set or requirements) – both sides know what the requirements are</li> <li>2. Sense of technical complexity of the project</li> <li>3. Project management style</li> </ol> <p>Problem in presentation:</p> <ol style="list-style-type: none"> <li>1. Structure (<b>important parts</b> come too late)</li> <li>2. Spend too much time on the features that are not paying the complexity on the project</li> </ol> <p>Thus:</p> <ol style="list-style-type: none"> <li>1. Need clear problem statement in 1 slide</li> <li>2. Need clearer explanation on the “airline requirements”.</li> </ol> <p>Impression by Prof after listening to the presentation:</p> <ol style="list-style-type: none"> <li>1. Coming out with schedule to assign tasks to staff</li> <li>2. Estimate the bottom line of the company</li> </ol> <p>Slides:</p> <ol style="list-style-type: none"> <li>1. Give slides on the team roles</li> <li>2. Airline Requirements – based on the number of CSO and CSA staff needed.</li> <li>3. <u>SATS</u> Goal – to meet its airline requirements</li> <li>4. Show the schedule template – to show the result of meeting the airline requirements.</li> <li>5. Uncertainties – ‘will disrupt the schedule’ &amp; next, will ‘incur high cost’ (up to this point is client’s problem)</li> <li>6. Start of SCOPE: thus to solve, will run simulation, compute the high cost.</li> <li>7. High cost will come in</li> <li>8. 2 problems in team: given schedule, simulate uncertain events, come out with cost profile. Given original set of airline reqmnt, will come out with optimized schedule and cost profile (self initiated.)</li> <li>9. Software used (state that it is based on the client’s requests)</li> <li>10. Use Case: start with “Simulate Staff Deployment” &amp; “Manage Result”</li> <li>11. Have an IPO diagram showing what is the input and what is the output. Include in the presentation slide before Use Case.</li> <li>12. Scope section’s diagram can be illustrated later, together with</li> </ol>

		<p>INPUT and OUTPUT illustration added.</p> <ol style="list-style-type: none"> <li>13. Change the number of problem size accordingly.</li> <li>14. Point out the complexity</li> <li>15. Talk about greedy logarithm.</li> <li>16. Need to show the cost breakdown</li> <li>17. Highlight why is it normal distribution</li> <li>18. Talk about how you run about the simulation</li> <li>19. Use flow chart to explain the approach</li> <li>20. 3 things that you are doing Add do a probabilistic simulation</li> <li>21. Demo: makes it as real as possible</li> <li>22. Change the schedule.</li> <li>23. Risk Metric: only cover the high risk</li> <li>24. Talk about how to solve the big problem size: caching and threading</li> </ol> <p>Objectives</p> <ol style="list-style-type: none"> <li>1. Scheduling, mimicking current schedule</li> <li>2. Simulation</li> <li>3. Optimal scheduling.</li> </ol> <p>Flow:</p> <ol style="list-style-type: none"> <li>1. Introduce yourself</li> <li>2. Introduce client</li> <li>3. Airline requirements</li> <li>4. Current SATS scheduling method</li> <li>5. Current problems</li> <li>6. Observation</li> <li>7. 3 Project Objectives <ol style="list-style-type: none"> <li>a. Scheduling, mimicking current schedule</li> <li>b. Simulation</li> <li>c. Optimal scheduling.</li> </ol> </li> <li>8. Use case 4 <ol style="list-style-type: none"> <li>a. Illustrate more on greedy algorithm</li> </ol> </li> <li>9. Rest of the use cases</li> <li>10. Project Management</li> </ol>
	<p>Clarify questions:</p> <ul style="list-style-type: none"> <li>- Test case for Deploy Staff iterations?</li> <li>- Problem Size – Permutations or Combinations?</li> <li>- Need to introduce on the team members' roles and responsibilities?</li> </ul>	<p>Need to record the bugs too.</p> <p>Done.</p> <p>Yes. Just include in the 2<sup>nd</sup> slide when introducing the team members.</p>

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ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Send final slide to Prof.	Suriyanti		16-08-2012	DONE

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CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description

NOTES:

Prepared by,

Suriyanti

Vetted and edited,

Glorya

Endorsed by supervisor,