

AGENDA OF MEETING

Meeting Title	Use Case
Date	26-05-2012
Start Time	1100
End Time	1500
Called By	Glorya
Venue	SOB GSR 2-1
Attendees	Glorya, Yosin, Minh
Objective	Draft GUI, Use Case Description, Bootstrap Data Format

PREPARATION FOR MEETING:

Please Read:	Please Bring:
-	Laptop

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1	Use Case Description	Glorya		26/05/2012	Done
2	GUI Design	Yosin		26/05/2012	Done
3	PDF Report Structure	Minh		26/05/2012	Done

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Revise Use Cases Description	All	
2	Update Draft GUI	Yosin	
3	Use Cases Description	Glorya	
4	Report Structure	Minh	

MINUTES OF MEETING

Meeting Title	
Date	26-05-2012
Start Time	1100
End Time	1500
Venue	SOB GSR 2-1
Invitee List	Glorya, Yosin, Minh
In Attendance	Glorya, Yosin, Minh
Absent	NA

DECISIONS:

No	Subject	Decision
1	Use Case	"Manage Uncertainties" instead of "Edit Uncertainties"
2	Use Case Description	Store "Uncertainties" into the database
3	GUI	Add "Customize flight requirements" to the UI UI Design for Customize Logic -Divide into tabs for Gates, Rows, Airline special requirements, etc. Bootstrap files imports: CSV and .ZIP
4	Format for Bootstrap function	Refers to logical diagram
5	Question for Kevin	<p>From previous meeting:</p> <p>New Staff? How to create? Qualification? Shift?</p> <ol style="list-style-type: none"> 1. Schedule flight? Can separate into Departure ? Arrival ? 2. What are customizations that you need to have? 3. Are you comfortable with the word 'uncertainties'? (new staff, resign staff, flight delay, MC rate) 4. Do you need to edit staff/flight data? 5. Flight requirement coverage or flight demand coverage? 6. Flight demand coverage: what is the unit? Per task or per no of hours covered or percentage 7. Staff utilization rate, unproductive time is measured by hours or percentage? 8. How can call back staff be imported? By manual input or CSV? <p>In this meeting:</p> <p>*Staff: Language they can speak? Other specifications?</p> <p>*What are specific customized logics/requirements that he wants?</p> <p>*Non-functional requirements?</p> <p>*Bootstrap file import: individual or .zip file?</p> <p>*Fixed template of system trained?</p> <p>*Does it need a Staff Name Column?</p> <p>*UAT Date?</p>

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
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1	Finalise GUI	Yosin		26/05/12	Done
2	Report Structure	Minh		26/05/12	Done
3	Use case description Slide	Glorya		26/05/12	Done
4	Revise Timeline	Suriyanti		27/05/12	Pending
5	Finalise Presentation Slide	Yosin	Sunday night	27/05/12	Pending
6	Email Kevin	Glorya	About date and softcopy files	27/05/12	Pending
7	Vet USD	Yosin		28/05/12	Pending
8	Vet GUI	Minh			
9					

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description
1	Order of Presentation	Tasks: Glorya – Minutes Suriyanti – Timeline Yosin + Minh – Use Case + Use Case Description + GUI

NOTES:

Meeting with Kevin 30/05/2012 at SMU
Confirm user requirements 02/06/2012

Prepared by,

Minh

Vetted and edited by,

Yosin