

## AGENDA MEETING

Meeting Title	Team Meeting
<b>Date</b>	12-11-2012
<b>Start Time</b>	1100
<b>End Time</b>	1200
<b>Called By</b>	Glorya
<b>Venue</b>	Li Ka Shing Library
<b>Attendees</b>	Glorya, Yosin, Jek Bao, Minh
<b>Objective</b>	Discuss team's next to-do list

### PREPARATION FOR MEETING:

Please Read	Please Bring:
-	

### ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1	UT2 – tabulate Send UT2 report to supervisor Email UT2 forms to Ray Poster design Send minutes of meeting	Suriyanti			Done
2	<b>Result:</b> PDF Add definition Pie Chart into pdf (Sat)  <b>UI:</b> FDC Printouts (Sat)  Check on pdf output (make use they tally) (Sat)  Location graph  Double check all printouts for PDF (Sat)  Staff number, flight no on gantt chart	Jek Bao	Prioritise the important ones  Result print out is most important		Done
3	Work on simulation UI fixing based on UT feedback	Minh			Done
4	Fix simulation Current scheduling fixing	Yosin			Done

5	Work on Recall off Recall Rest Location Poster	Glorya			
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AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Moving forward		

## MINUTES OF MEETING

Meeting Title	Team Meeting
Date	12-11-2012
Start Time	1100
End Time	1200
Venue	Li Ka Shing Library
Invitee List	Glorya, Yosin, Jek Bao, Minh
In Attendance	Glorya, Yosin, Jek Bao, Minh
Absent	-
Objective	Discuss team's next to-do list

### DECISIONS:

No	Subject	Decision
1		All stated in action item
2		

### ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Usability Test	everyone to submit 2 reports in specified format by Glorya		12-11-2012	
2	Final Presentation outline	Glorya and Yosin		16-11-2102	
3	Simulation result comparison	Yosin		16-11-2012	
4	Simulation debugging	Yosin		16-11-2012	
5	Result storage for multiple simulation	Yosin, Jek Bao, Minh		16-11-2012	
6	Extract result to CSV	Jek Bao		13-11-2012	
7	Location code	Jek Bao		16-11-2012	
8	Compile usability test	Glorya		16-11-2012	
9	Try algorithmic cost with different values	Glorya		23-11-2012	
10	Update Wiki	Glorya		23-11-2012	
11	Update bug metric	Glorya		23-11-2012	
12	update test cases	Everyone		23-11-2012	
13	user manual draft	Minh		21-11-2012	
14	update schedule metric	Glorya		23-11-2012	
15	Finalize user testing date	Glorya		16-11-2012	
16	User testing document/tasks	Glor ya and Yosin		21-11-2012	

### CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description
1		
2		

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NOTES:

Prepared by,

Glorya

Vetted and edited by,

Yosin