

AGENDA MEETING

Meeting Title	Team Meeting
Date	20-10-2012
Start Time	1300
End Time	1800
Called By	Suriyanti
Venue	SIS Level 4
Attendees	Suriyanti, Glorya, Yosin, Jek Bao, Minh
Objective	Discuss team's progress.

PREPARATION FOR MEETING:

Please Read	Please Bring:
-	

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1					
2					
3					
4					
5					

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Discuss Team's Progress	Suriyanti	20-10-2012
2	Divide job for next meeting	Minh	20-10-2012

MINUTES OF MEETING

Meeting Title	Team Meeting
Date	20-10-2012
Start Time	1220
End Time	1800
Venue	SIS Level 4
Invitee List	Suriyanti, Glorya, Yosin, Jek Bao, Minh
In Attendance	Suriyanti, Glorya, Yosin, Jek Bao, Minh
Absent	-
Objective	Discuss team's progress

DECISIONS:

No	Subject	Decision
1	UT3	Will approach IS professor for the preliminary UT3 discussion
2	Poster Submission	Get client testimonial

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Staff Utilization Analysis Add ATD into the database Fix the Flight Departure bootstrap	Minh	Waiting for real Schedule from Kevin	Monday 22/10/2012	Pending
2	Finish up UT2&3 Get actual scheduling result from Kevin Find out how they design roster	Suriyanti		Monday 22/10/2012	
3	Fix this ranking Check manage simulation parameter Poster's content Monitor Sin's result Debugging Come out with a PDF format	Glorya		Monday 22/10/2012	
4	Location: Remove the return to home page function after viewing pdf Sort out calculator with Yosin Combine utilization rate + flight demand coverage Remove unnecessary stuff from GranttChart	Jek Bao		Monday 22/10/2012	
5	Finish up Simulation (Arrival and Departure)	Yosin		Monday 22/10/2012 to	

				Thursday 25/10/2012	
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CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description
1		
2		

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NOTES:

Prepared by,

Minh

Vetted and edited by,

Suriyanti