

## AGENDA MEETING

|                      |  |
|----------------------|--|
| <b>Meeting Title</b> | Supervisor Meeting                                   |
| <b>Date</b>          | 20-09-2012   |
| <b>Start Time</b>    | 1700   |
| <b>End Time</b>      | NA   |
| <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>     | Update Current Progress                              |

### PREPARATION FOR MEETING:

|                       |                      |
|-----------------------|----------------------|
| <b>Please Read</b>    | <b>Please Bring:</b> |
| User Testing 1 Report | Laptop               |
|                       |                      |

### ACTION ITEMS FROM PREVIOUS MEETING:

| No | Action Item          | PIC   | Comment | Due Date   | Status |
|----|----------------------|---|---------|------------|--------|
| 1  | Quantitative Metrics | Update on the Quantitative Metrics prepared |         | 20-09-2012 |        |
| 2  | User Testing 1       | Update on User Testing 1 results            |         | 20-09-2012 |        |

### AGENDA TOPIC:

| No | Agenda Topic                           | PIC           | Due Date   |
|----|--|---------------|------------|
| 1  | Quantitative measures                  | Yosin, Glorya | 20-09-2012 |
| 2  | User Testing 1 Result                  | Yosin, Glorya | 20-09-2012 |
| 3  | <Midterm Clarification-attend 2 teams> | Glorya        | 20-09-2012 |

## MINUTES OF MEETING

| Meeting Title | Supervisor Meeting                        |
|---------------|---|
| Date          | 20-09-2012                                |
| Start Time    | 1700                                      |
| End Time      | 1740                                      |
| Venue         | SIS Level 4                               |
| Invitee List  | Glorya, Yosin, Jek Bao, Minh, & Prof Hady |
| In Attendance | Glorya, Yosin, Jek Bao, Minh, & Prof Hady |
| Absent        | -   |
| Objective     | Update current progress                   |

### DECISIONS:

| No | Subject                             | Decision  |
|----|-------------------------------------|---|
| 1  | Output for users                    | 1. We must verify with our client our output.<br>2. Check the formula for Staff utilization, working hours.       |
| 2  | Gantt Chart                         | 1. Fix the spill over   |
| 3  | UI Improvement                      | 1. Improve GUI based on user's feedbacks (Back button, consistency etc.)  |
| 4  | Attend others Mid-term              | 1. We can attend more than one Mid-term presentation.<br>2. We don't need all 5 to be present at the meeting.     |
| 5  | Consultation with Baihua and Debin  | Arrange to meet Baihua and Debin before Mid-term presentation for brief consultation.                             |
| 6  | Ask Debin/Baihua for a demo section | We can ask Debin or Baihua for a demo section to ask for their feedback and anticipate their questions on midterm |
| 7  | Next supervisor meeting             | Meeting on 5 <sup>th</sup> October 1400hr.  |
|    |                                     |   |

### ACTION ITEMS:

| No | Action Item                         | PIC | Comment | Due Date | Status |
|----|-------------------------------------|-----|---------|----------|--------|
| 1  | Output for users                    | ?   |         | ?        |        |
| 2  | Gantt Chart                         | ?   |         | ?        |        |
| 3  | UI Improvement                      | ?   |         | ?        |        |
| 4  | Attend others Mid-term              | ?   |         | ?        |        |
| 5  | Consultation with Baihua and Debin  | ?   |         | ?        |        |
| 6  | Ask Debin/Baihua for a demo section | ?   |         | ?        |        |
|    |                                     |     |         |          |        |

### CARRY-OVER ITEMS FOR NEXT MEETING:

| No | Subject | Description |
|----|---------|-------------|
| 1  |         |             |
| 2  |         |             |

### NOTES:

Prepared by,

Jek Bao

Vetted and edited

Minh

Endorsed by supervisor,