

AGENDA OF MEETING

Meeting Title	Supervisor Meeting – Update on Diagrams, Proposal
Date	16-06-2012
Start Time	1100
End Time	1200
Called By	Suriyanti
Venue	SIS GSR 3-3
Attendees	Glorya, Yosin, Minh, Jek Bao, Suriyanti and and Prof Lauw
Objective	Supervisor Meeting – Update on Diagrams, Proposal

PREPARATION FOR MEETING:

Please Read:	Please Bring:
-	Laptop

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Summary of updates on latest client meeting	Suriyanti	Cancelled
2	Update the latest Use Case Diagram, UC Description, and mock GUI (Highlight on some major changes)	Yosin	Cancelled
3	Update on ER Diagram, Logical Diagram	Glorya	Cancelled
4	Update on Class Diagram, Sequence Diagram	Jek Bao	Cancelled
5	Update on current iterations and learning progress. (learning materials for Statistics & Modelling)	Minh	16/06/2012

MINUTES OF MEETING

Meeting Title	Supervisor Meeting – Update on Diagrams, Proposal
Date	16-06-2012
Start Time	1100
End Time	1210
Venue	SIS GSR 3-3
Invitee List	Gloria, Yosin, Minh, Jek Bao, Suriyanti and Prof Lauw
In Attendance	Gloria, Yosin, Minh, Jek Bao, Suriyanti and Prof Lauw
Absent	NA

DECISIONS:

No	Subject	Decision
1	Scheduling	<ul style="list-style-type: none"> -Start from scheduling research papers. (Closest: US Postal Service Staff Scheduling). -There are existing simulation libraries -“MONTE CARLO” simulation → keyword to research on.
2	Statistics	<ul style="list-style-type: none"> -Lack of parameters data to prove that they are in normal distribution. -But if the client requests for mean and standard deviation, we can continue working with it.
3	Learning materials for Modelling	<ul style="list-style-type: none"> -Try to build something basic by coming out with our own model -Later, do even more research and readings to improve on the current model. -Try to have some model running as soon as possible. (Achieve it before Acceptance)
4	Update on current iterations and learning progress. (Minh)	<ul style="list-style-type: none"> -Import function on hold → will wait for client data to move on. -Try to get the data from sources that client needs to get from, even in coarser format. -Prof will look closely on the database set up after we have something up and running. (I.e. Simple basic algorithm of staff scheduling working). -For loading of data, can try to reduce the time required for loading the data. If it is really the Access limitation, communicate with client with the user requirement can be changed. If not, needs consensus that processing time may take longer.
5	Project Management	<ul style="list-style-type: none"> -Most important: ensure that we take up our opportunity to learn and code more. -Less important: follow the timeline prepared closely. -Timeline: try to make it with coarser granularity. (by weeks, not by days).

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Send revised proposal to Prof Hady	Suriyanti	Explain why the project is difficult	16-06-2012	

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description

NOTES:

Prepared by,

Suriyanti

Vetted and edited by,

Yosin

Endorsed by supervisor,