

## AGENDA OF MEETING

Meeting Title	Internal Meeting
<b>Date</b>	15-02-2012
<b>Start Time</b>	1530
<b>End Time</b>	1830
<b>Called By</b>	Suriyanti
<b>Venue</b>	SOB GSR 2-2
<b>Attendees</b>	Glorya, Suriyanti, Yosin, Minh
<b>Objective</b>	Sharing of idea on 1 <sup>st</sup> meeting with SATS internal people

### PREPARATION FOR MEETING:

Please Read:	Please Bring:

### ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status

### AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Update on 1 <sup>st</sup> attachment with SATS personnel	Glorya, Minh	15-02-2012
2	Update on individual assigned task: Suriyanti – MS Project Timeline Glorya – Statistics Minh – Java Desktop Yosin - Subversion	Suriyanti	15-02-2012
3	Role division	Suriyanti	15-02-2012
4	Job description for each role (1 <sup>st</sup> draft)	Yosin	29-02-2012
5	Update about Dropbox	Suriyanti	15-02-2012
6	Input on Wiki page design	Glorya	
7	Project Timeline (1 <sup>st</sup> draft)	Minh	29-02-2012
8	Install MS Project	Suriyanti	

## MINUTES OF MEETING

### Meeting Title

<b>Date</b>	15-02-2012
<b>Start Time</b>	1530
<b>End Time</b>	1851
<b>Venue</b>	SOB GSR 2-2
<b>Invitee List</b>	Glorya, Suriyanti, Yosin, Minh
<b>In Attendance</b>	Glorya, Suriyanti, Yosin, Minh
<b>Absent</b>	-

### MEETING:

No	Subject	Decision												
1	Update on 1 <sup>st</sup> attachment with SATS personnel	<p>Glorya &amp; Minh learn how to use the system. Learn about the colour code. How officers assign staff, staff management.</p> <p>System can prevent cutting worker’s break time to save over-time cost.</p> <p><b>Problem:</b> System limitation because certain human resource overlap is ok, but system does not know</p>												
2	Role Division	<p>Lead Developer: Nguyen Nhat Minh Developer &amp; Architecture: Choo Jek Bao Developer: Glorya Marie Business Analyst: Yosin Anggusti Project Manager: Suriyanti</p> <table><tr><th>NAME</th><th>PRIMARY ROLE</th></tr><tr><td>Suriyanti</td><td>Project Manager</td></tr><tr><td>Nguyen Nhat Minh</td><td>Lead Developer</td></tr><tr><td>Glorya Marie</td><td>Software Analyst</td></tr><tr><td>Choo Jek Bao</td><td>System Analyst</td></tr><tr><td>Yosin Anggusti</td><td>Business Analyst</td></tr></table>	NAME	PRIMARY ROLE	Suriyanti	Project Manager	Nguyen Nhat Minh	Lead Developer	Glorya Marie	Software Analyst	Choo Jek Bao	System Analyst	Yosin Anggusti	Business Analyst
NAME	PRIMARY ROLE													
Suriyanti	Project Manager													
Nguyen Nhat Minh	Lead Developer													
Glorya Marie	Software Analyst													
Choo Jek Bao	System Analyst													
Yosin Anggusti	Business Analyst													
3	Update on individual assigned task: Suriyanti – MS Project Timeline Glorya – Statistics Minh – Java Desktop Yosin - Subversion	<p>Yosin – ensure installation of subversion to all team members Minh – teach Java desktop (29 Feb, before 5pm meeting) Glorya – done statistics introduction teaching Suriyanti – ensure installation of subversion to all team members by next meeting</p>												
4	Job description for each role	<p><b>Lead Developer: Nguyen Nhat Minh</b></p> <ul style="list-style-type: none"><li>-Lead and mentor developers and business analyst</li><li>-Integrate codes</li><li>- Ensure code convention</li><li>-Deploy application on server</li><li>-Share skills, technologies and information with team members</li><li>-Demonstrate a logical and structured approach to time management</li><li>-Perform code reviews and design reviews</li><li>-Develop functions</li></ul>												

		<p><b>System Analyst: Choo Jek Bao</b></p> <ul style="list-style-type: none"> <li>-Analyse across an entire end-to-end system</li> <li>-Evaluate reasoned tradeoffs of desired qualities</li> <li>-Understand the implications of design choices</li> <li>-Analyse software system designs, with an emphasis on system-level quality attributes</li> <li>-Ensure software performance, scalability, and fault tolerance</li> <li>-Set up database and optimize database capacity</li> <li>-Develop functions</li> </ul> <p><b>Software Analyst: Glorya Marie</b></p> <ul style="list-style-type: none"> <li>-Update Wiki Page</li> <li>-Schedule metric, bug metric</li> <li>-Prepare test plan</li> <li>-Ensure data input is transformed into useful information</li> <li>-Develop functions</li> </ul> <p><b>Business Analyst: Yosin Anggusti</b></p> <ul style="list-style-type: none"> <li>-Document and analyse user requirement</li> <li>-Understand design and specification</li> <li>-Evaluate the information gathered through business process description, and task analysis</li> <li>-Communicate effectively with internal team and external client to deliver functional requirements, eg. GUI, Interface design</li> <li>-Develop functions</li> </ul> <p><b>Project Manager: Suriyanti</b></p> <ul style="list-style-type: none"> <li>-Update risk assessment</li> <li>-Liaise client with project team</li> <li>-Oversee the project development</li> <li>-Ensure adherence to schedule</li> <li>-Ensure that project timeline is sensible</li> </ul>
5	Update about Dropbox	Done
6	Input on Wiki page design	Suri & Glorya design (add "Learning Outcome", "Project Documentation"(minutes, presentation slides, test cases, diagrams, bug metric), "Project Scope", "Project Management", "Project Overview (+Special Quality)")
7	Project Timeline	Done.
8	Install MS Project (individually before next meeting)	Done.
9	Minutes update to client	For subsequent meetings, meeting minutes will be sent to client too. This is so that client can get update on things to do and give.

#### ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Ensure installation of subversion to all team members	Yosin		29-02-2012	
2	Teach Java desktop (29 Feb, before 5pm meeting)	Minh		29-02-2012	
3	Ensure installation of	Suriyanti		29-02-2012	

	subversion to all team members by next meeting				
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CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description
1	Input on Wiki page design	
2		
3		

NOTES:

Prepared by,  
Suriyanti

Vetted and edited by,  
Minh