AGENDA OF MEETING

Meeting Title	Supervisor Meeting – Introduction, Progress Update, & Clarification
Date	02-06-2012
Start Time	1100
End Time	1200
Called By	Suriyanti
Venue	SIS GSR 3-3
Attendees	Glorya, Yosin, Minh, Suriyanti and and Prof Lauw
Objective	Supervisor Meeting – Introduction, Progress Update, & Clarification

PREPARATION FOR MEETING:

Please Read:	Please Bring:
-	Printed Use Case & Use Case Description

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	**Introduction** -Introduce Project, team members, job description and client to Supervisor Introduce the project -(start from ROSTER TABLE → ASSIGN STAFF → INCLUDE SIMULATION PARAMETERS → MEASURE EFFECTIVENESS → GENERATE MANAGEMENT REPORT)	Suriyanti	02/06/2012
2	Motivation - Aviation Industry - Application will be used in real life	Suriyanti	02/06/2012
3	X-Factor -The simulation logic that mimics the real activities of SATS staff (to assign staff for certain job/"Pre-deployment" & assess the effectiveness of the assignment/"Actual Deployment")	Suriyanti	02/06/2012
4	Use Case 1 to 5	Glorya	02/06/2012
5	GUI (rough walkthrough)	Yosin	02/06/2012
6	Timeline	Suriyanti	02/06/2012
7	Clarifications	Glorya	02/06/2012
8	Notes to Supervisor - We will sign off use case, use case description, and GUI with client	Suriyanti	02/06/2012

MINUTES OF MEETING

Meeting Title	Supervisor Meeting – Introduction, Progress Update, & Clarification
Date	02-06-2012
Start Time	1100
End Time	1210
Venue	SIS GSR 3-3
Invitee List	Glorya, Yosin, Minh, Suriyanti and Prof Lauw
In Attendance	Glorya, Yosin, Minh, Suriyanti and Prof Lauw
Absent	N/A

DECISIONS:

No	Subject	Decision
1	Introduction	-We need to show that this project is not as simple as it is thought to be. -In addition, we have to show that we have thought it through.
2	Use Case Explanation	-Deploy Staff & Simulation -Consider to get something that is technically challenging. -Main Challenges: 1. **Optimisation/Scheduling Algorithm** (plan job for staff, large number of possibilities) 2. **Need to develop a probabilistic modeling** (need to have good statistics background) 3. **Need to be as close as possible to the real life** **Advantage of this project:** -Client has had existing knowledge on it. They can tell you if something will work or not. So we need to go back and demo to our client at least on monthly basis.
3	Job Allocation	-Ensure that everyone code something. -Ensure that you know who is in charge of what task/role from the start. -2 main job allocation: • PIC for Schedule – good with algorithm, probabilities. • PIC for Optimisation – optimization algoritm.
4	Deployment of staff	-Know what the 'order of complexity' is & know what are the steps needed. -Find out how difficult/complex it is 1. Divide into several steps – go step by step 2. Genetic Algo – create offspring & test if it is good enough. Worse ones are rejected. (every single step will be better than previous ones) -After creating of disctribution -> show how they affect each other.
5	Project Proposal	**-Tell "WHY this is COMPLEX?"** Because you will be compared with other teams and people will set expectation on this early.

		-Send project proposal to Prof Lauw before submission.
6	Decisions during IS480 project acceptance	**Questions we need to answer:** -"Is this a difficult enough project for IS480?" -"Why do we think you can accomplish it?" Students must have understanding of the complexity of this project. For our team, we need to start early and we believe that the project is manageable.
7	Expectations for coming Supervisors meeting	**Prepare before meeting:** "Whether you are progressing as expected?" "Whether you need any help / problems that needs to be solved?"
8	GUI	**Simulation Parameters** - Try to list all relevant parameters - Allow users to change the parameters, but still keep the generated ones.

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Send prepared proposal to Prof Lauw	Suriyanti	Also do this only when Wiki page is ready	12-06-2012	PENDING
2	Assign PICs for Optimisation and Scheduling Algorithm respectively	Minh		02-06-2012	DONE

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description

NOTES:

Prepared by,

Suriyanti

Vetted and edited by,

Minh

Endorsed by supervisor,