

AGENDA OF MEETING

Meeting Title	Combined Team Minutes
Date	15-09-2012
Start Time	1100
End Time	NA
Called By	Suriyanti
Venue	SOB GSR 2-12
Attendees	Glorya, Minh, Jek Bao, & Suriyanti
Objective	Continue with current tasks & Prepare for UT1

PREPARATION FOR MEETING:

Please Read:	Please Bring:
-	-

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1	Bootstrap Staff Roster	Minh		17-09-2012	
2	Scheduling (33 airlines, 1 week → at least by UT1)	Yosin		17-09-2012	
3	Complete all the changes on the slides User Testing Materials	Suriyanti Glorya		17-09-2012	
4					

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Allocate tasks	Suriyanti	14-09-2012
2	Discuss about bootstrap error and visualization hindrances.	Minh, Jek Bao	14-09-2012

MINUTES OF MEETING

Meeting Title	Continue with current tasks & Prepare for UT1
Date	14-09-2012
Start Time	1100
End Time	1900
Venue	SOB GSR 2-12
Invitee List	Glorya, Minh, Jek Bao, & Suriyanti
In Attendance	Glorya, Minh, Jek Bao, & Suriyanti
Absent	-

DECISIONS:

No	Subject	Decision
1	User Testing 1	<ul style="list-style-type: none">- Continue preparing questions for User Testing 1- Prepare UT1 report
2	Bootstrap	<ul style="list-style-type: none">- Found anomaly whereby 3 flights are delayed or arrive early to the next day or the day before, making the STD date hard to determine.
3	Visualisation	<ul style="list-style-type: none">- Generated pie chart
4	Scheduling	<ul style="list-style-type: none">- Managed to schedule 33 airlines for 1 day.

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CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description

NOTES:

Prepared by,

Suriyanti

Vetted and edited by,