

AGENDA OF MEETING

Meeting Title

Date	14-06-2012
Start Time	1900
End Time	2200
Called By	Suriyanti
Venue	SOB GSR 2-3
Attendees	Glorya, Yosin, Minh, Suriyanti, Jek Bao
Objective	Finalise Project Proposal, Learn Modelling

PREPARATION FOR MEETING:

Please Read:	Please Bring:
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ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1	Prepared Slides for client	Glorya			Cancelled

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Finalise Project Proposal	All	15/06/2012
2	Learn Modelling	Yosin	14/06/2012
3	Update Skills Metric	Suriyanti	15/06/2012

MINUTES OF MEETING

Meeting Title

Date	14-06-2012
Start Time	1900
End Time	2200
Venue	SOB GSR 2-3
Invitee List	Glorya, Yosin, Minh, Suriyanti, Jek Bao
In Attendance	Glorya, Yosin, Minh, Suriyanti, Jek Bao
Absent	

DECISIONS:

No	Subject	Decision
1	Finalise Proposal	-Update the project overview -Add Key Challenge -Add Key Opportunities -Put Project Deliverable and Scope into table (Component modules, Description, Requirements)
2	Learn Modeling	Yosin started introduction to modeling based on her IS103 class and we are halfway.
3	Update Skills Metric	Based on each team's skills

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Prepare Slides	Glorya		18/06/12	DONE
2	Print Slides, Use Case Description	Minh		18/06/12	
3	Find existing system handling staff roster scheduling simulation and how they do it?	All		16/06/2012	DONE

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description
1		

NOTES:

Prepared by,

Minh

Vetted and edited by,

Suriyanti