AGENDA OF MEETING						
Meeting Title	Client Meeting					
Date	27-09-2012					
Start Time	1600					
End Time	1800					
Called By	Suriyanti					
Venue	SOE SR 4-4					
Attendees Glorya, Suriyanti, Yosin, Jek Bao, and Kevin						
Objective Clarify Questions and update current progess						

PREPARATION FOR MEETING:

Please Read:	Please Bring:
-	-

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1					

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Clarification questions (as stated below)		
2			
3			

MINUTES OF MEETING						
Meeting Title	Clarify questions and update current progress					
Date	27-09-2012					
Start Time	1600					
End Time	1800					
Venue	SATS Office					
Invitee List	17-09-2012					
In Attendance Glorya, Suriyanti, Yosin, Jek Bao, and Kevin						
Absent	-					

DECISIONS:

No Subject

1 Clarifications:

- JAR file issue

- 12 hour minimum rest (from old MH data)?

MH/PR/BI AG CSO ROSTER (16APR12) SUMMER SKED

		П	MON	TUE	WED	THU	FRI	SAT	SUN
215451	Muhd Basarri	Ī.	OFF	1530	1330	REST	1500	1530	1530
		Α		0130	2230		0100	0130	0130
207444	Junainah Basir	В	1530	1300	OFF	1500	1300	REST	0530
		В	0130	2230		0100	2230		1530
209719	Haslen Supardi	,	0530	0530	0530	0530	0530	0500	REST
		Ľ	1430	1400	1400	1330	1330	1300	
201727	Mohd Pozie	D	OFF	REST	1630	1530	1530	1500	1500
		ט			0130	0130	0130	0100	0100
		П							

- Not everyone has OFF day right? Salary will stay the same?
- Is the formula for Staff Utilisation Rate = Total Working Time / Maximum Capacity? The other possible formula is Staff Utilisation Rate = Total Working Hours within roster shift / Roster Hours.
- Computer time format has to change to: d/MM/YYYY (English(Australia)).
- FER is what kind of aircraft?

	Clipboa	rd G		Font	6	Align	nnent	- 6	Nu	nber G			Styles
	A841		r (9	€ AI 34	3								
	A	8	C	D	E F	G	Н	1	J	K	L M	N O	P
33	TG 414	THA414	BKK		0	PAX	15:55	16:15		16:20		16:41 C24	C24
34	VN 660	HVN660	HAN		0	PAX	15:50			16:11		16:30 83	83
35	MF 866	MFA866	HGH	FOC	1	PAX	16:15			16:14		16:27 C16	C16
36	MF 852	MFA852	CGO	XMN	1	PAX	15:40			15:51		16:07 C13	C13
37	KE 644	KAL544	ICN		0	PAX	15:00			15:21		15:43 F40	F40
38	8G 085	BGZ085	DAC		0	PAX	14:40			15:15		15:39 C19	C19
39	CZ 354	CZZ354	CAN		0	PAX	13:25	14:20		14:43		15:17 C22	C22
40	MH 606	MAS606	KUL		0	PAX	13:40			13:54		14:29 F59	F59
41	AI 343	AIC343	BOM		0	FER	8:25	13:00		13:45		14:20 E4	E26
42	8M 232	MAI232	RGN		0	PAX	13:25			13:43		14:14 D36	D36
43	HU 486	CHH486	HAK		0	PAX	13:10			13:23		13:50 E3	E3
44	VN 650	HVN650	SGN		0	PAX	13:10			13:18		13:46 88	88

- MAC cost -> check how do they make the decision
 - Breakfast: 6am 8am --> 3.50
 - · Lunch: 12-14 --> 5.00
 - · Dinner: 6-8 --> 5
 - Snack/Supper :midnight to 2am --> 3.50

Decision

- JAR file issue is settled. It can be used.
- Kevin is not aware of the mistake found on old MH data. Just take it as it is.
- Yes, not everyone has OFF day
- Staff Utilisation Rate = Total
 Working Hours within roster shift /
 Roster Hours.
- FER: can just ignore

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Recall cost for July 2012	Kevin		DONE	
2					
3					
4					

CARRY-OVER ITEMS FOR THE NEXT MEETING:

No	Subject	Description
1		
2		
3		

NOTES:	
Prepared by,	Vetted and edited by,
Glorya	Suriyanti

Endorsed by client,