

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 progress

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	Decision																																																																																
1	<p>Clarifications:</p> <ul style="list-style-type: none"> JAR file issue 12 hour minimum rest (from old MH data)? <p>MH/PR/BI AG CSO ROSTER (16APR12) SUMMER SKED</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th></th> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THU</th> <th>FRI</th> <th>SAT</th> <th>SUN</th> </tr> </thead> <tbody> <tr> <td>215451</td> <td>Muhd Basarri</td> <td>A</td> <td>OFF</td> <td>1530 0130</td> <td>1330 2230</td> <td>REST</td> <td>1500 0100</td> <td>1530 0130</td> <td>1530 0130</td> </tr> <tr> <td>207444</td> <td>Junainah Basir</td> <td>B</td> <td>1530 0130</td> <td>1300 2230</td> <td>OFF</td> <td>1500 0100</td> <td>1300 2230</td> <td>REST</td> <td>0530 1530</td> </tr> <tr> <td>209719</td> <td>Haslen Supardi</td> <td>C</td> <td>0530 1430</td> <td>0530 1400</td> <td>0530 1400</td> <td>0530 1330</td> <td>0530 1330</td> <td>0500 1300</td> <td>REST</td> </tr> <tr> <td>201727</td> <td>Mohd Pozie</td> <td>D</td> <td>OFF</td> <td>REST</td> <td>1630 0130</td> <td>1530 0130</td> <td>1530 0130</td> <td>1500 0100</td> <td>1500 0100</td> </tr> </tbody> </table> <ul style="list-style-type: none"> 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? <table border="1"> <thead> <tr> <th>Clipboard</th> <th>Form</th> <th>Agreement</th> <th>Number</th> <th>Style</th> </tr> </thead> <tbody> <tr> <td>AB81</td> <td>AI 343</td> <td></td> <td></td> <td></td> </tr> <tr> <td>A</td> <td>B</td> <td>C</td> <td>D</td> <td>E</td> </tr> <tr> <td>F</td> <td>G</td> <td>H</td> <td>I</td> <td>J</td> </tr> <tr> <td>K</td> <td>L</td> <td>M</td> <td>N</td> <td>O</td> </tr> <tr> <td>P</td> <td>Q</td> <td>R</td> <td>S</td> <td>T</td> </tr> </tbody> </table> <ul style="list-style-type: none"> MAC cost -> check how do they make the decision <ul style="list-style-type: none"> Breakfast: 6am - 8am --> 3.50 Lunch: 12-14 --> 5.00 Dinner: 6-8 --> 5 Snack/Supper :midnight to 2am --> 3.50 				MON	TUE	WED	THU	FRI	SAT	SUN	215451	Muhd Basarri	A	OFF	1530 0130	1330 2230	REST	1500 0100	1530 0130	1530 0130	207444	Junainah Basir	B	1530 0130	1300 2230	OFF	1500 0100	1300 2230	REST	0530 1530	209719	Haslen Supardi	C	0530 1430	0530 1400	0530 1400	0530 1330	0530 1330	0500 1300	REST	201727	Mohd Pozie	D	OFF	REST	1630 0130	1530 0130	1530 0130	1500 0100	1500 0100	Clipboard	Form	Agreement	Number	Style	AB81	AI 343				A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	<ul style="list-style-type: none"> 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
			MON	TUE	WED	THU	FRI	SAT	SUN																																																																									
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ACTION ITEMS:

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

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CARRY-OVER ITEMS FOR THE NEXT MEETING:

No	Subject	Description
1		
2		
3		

NOTES:

Prepared by,

Glorya

Endorsed by client,

Vetted and edited by,

Suriyanti