

AGENDA OF MEETING

Meeting Title	Combined Team Minutes
Date	14-09-2012
Start Time	1200
End Time	1800
Called By	Suriyanti
Venue	SIS GSR 3-1
Attendees	Glorya, Minh, Jek Bao, & Suriyanti
Objective	Continue with current tasks & Prepare for UT1

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	Bootstrap Staff Roster	Minh		14-09-2012	
2	Scheduling (33 airlines, 1 week → at least by UT1)	Yosin		14-09-2012	
3	JAR File – Explore on using .exe	Jek Bao		14-09-2012	
4	Complete all the changes on the slides	Suriyanti Glorya		10-09-2012	

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	1200
End Time	2130
Venue	SIS SR 2-4
Invitee List	Glorya, Minh, Jek Bao, & Suriyanti
In Attendance	Glorya, Minh, Jek Bao, & Suriyanti
Absent	-

DECISIONS:

No	Subject	Decision
1	Bootstrap Data	<p>Discrepancy in the data:</p> <ol style="list-style-type: none"> Flight's STD Date cannot be determined from given ATD Date. Need to clarify with client Some roster staff do not have the same staff in the trained system. <p>Will add validation on compulsory data to be bootstrapped if the database for that data is empty.</p>
2	Scheduling	Staff who are allocated with a task need to have their "cost" updated to prevent double assignment.
3	Visualisation	Does not show overlap tasks because tasks are not supposed to be overlapped for the same staff under scheduling logic.
4	User Testing	Created questionnaires.

ACTION ITEMS:

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	JAR File – Explore on using .exe	Jek Bao		17-09-2012	
4	Complete all the changes on the slides User Testing Materials	Suriyanti Glorya		17-09-2012	

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description

NOTES:

Prepared by,
Suriyanti

Vetted and edited by,
Glorya