

AGENDA MEETING

Meeting Title	Team Meeting
Date	15-10-2012
Start Time	1100
End Time	1200
Called By	Suriyanti
Venue	
Attendees	Suriyanti, Glorya, Yosin, Jek Bao, Minh
Objective	Divide job for up to Thursday/Friday

PREPARATION FOR MEETING:

Please Read	Please Bring:
-	

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1	Monitor result Prepare for UT2 (Friday) Preference ranking for Algorithmic Cost Insertion error (query) (Sat)	Glorya			
2	Get list of things required from client moving forward (Jek Bao) Fix delete pdf button (Jek Bao) Get latest database data displayed on Cost Parameters & Simulation Parameters	Yosin & Jek Bao			
3	Prepare for final ppt slide This iteration (complete flight delay for arrival flight) Prepare list of things needed for handover to client User Manual preparation Monitor UI (quality check) Update wiki Learning outcomes Monitor UT	Suriyanti			
4	Make breadcrumb unclickable But colour still works (can change from grey to blue) Flight Demand Coverage	Minh			

	Staff Utilisation				
	Validation for the bootstrap data				
	Tooltip for the UI				

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Discuss to-do list up to Thu/Fri (any other task assignment?)	Suriyanti	15-10-2012
2	Checklist for previous action items	Suriyanti	15-10-2012
3	Set UT 2 (w peers and client)	Suriyanti	15-10-2012

MINUTES OF MEETING

Meeting Title	Team Meeting
Date	15-10-2012
Start Time	1100
End Time	1200
Venue	
Invitee List	Suriyanti, Glorya, Yosin, Jek Bao, Minh
In Attendance	Suriyanti, Glorya, Yosin, Jek Bao, Minh
Absent	-
Objective	Divide job for up to Thursday/Friday

DECISIONS:

No	Subject	Decision
1		
3		
4		
5		
6		

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Update database and airline requirements	Yosin	By Friday		
2	Monitor sin's result Prepare for UT2 (Friday) Preference ranking for Algorithmic Cost Insertion error (query) (Sat)	Glorya	Bold – by Friday		
3	Get list of things required from client moving forward (Jek Bao) Fix delete pdf button	Yosin & Jek Bao	By Friday		
4	Prepare for final ppt slide <i>This iteration (complete flight delay for arrival flight)</i> Prepare list of things needed for handover to client User Manual preparation Monitor UI (quality check) Update wiki Learning outcomes Monitor UT	Suriyanti	Bold – by Friday		
5	Make breadcrumb unclickable But colour still works (can change from grey to blue) Tooltip for the UI (at least started)	Minh	Bold – by Friday		

Flight Demand Coverage				
Staff Utilisation Rate				
Validation for the bootstrap data (when upload the wrong file, 3 consecutive days problem. Solved?)				

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CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description
1		
2		

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NOTES:

Prepared by,
 Suriyanti

Vetted and edited by,
 Glorya