AGENDA OF MEETING

Meeting Title	Client Meeting
Date	27-08-2012
Start Time	1100
End Time	1200
Called By	Suriyanti
Venue	SATS Office
Attendees	Glorya, Suriyanti and Kevin
Objective	Update on current progress

PREPARATION FOR MEETING:

Please Read:	Please Bring:
-	-

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1	Clarifications: - Can only deploy trained staff that has key/code? - If yes, certain flights has no –C identifier. How do we know? - What determines a roster_ID? What is so unique? - When recalling staff, is staff recalled for a day or just a few hours? If its for a day, what time the roster starts?	Glorya		27-08-2012	
2	Optimized scheduling	Suriyanti		27-08-2012	
3	Baseline cost: - Get real cost from Kevin?	Suriyanti		27-08-2012	
4	Data for all 30+ airlines Data for complete roster	Suriyanti		27-08-2012	
5	UAT	Suriyanti			

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1			
2			
3			

MINUTES OF MEETING

Meeting Title	Client Meeting
Date	27-08-2012
Start Time	1100
End Time	1200
Venue	SATS Office
Invitee List	Glorya, Suriyanti and Kevin
In Attendance	Glorya, Suriyanti and Kevin
Absent	-

DECISIONS:

No	Subject	Decision
1	Clarifications: - Can only deploy <u>trained</u> staff that has <u>key/code</u>? - If yes, certain flights has no –C identifier. How do we know? - What determines a roster_ID? What is so unique?	- As long as there is something inside, they are trained. No other assumptions. - RosterID is unique G acting officer → not relevant G: Acting CSO(add 150) (ignore) indicated by AGCSO → not relevant Try to not to deploy CSO for CSA - Not every roster has a rosterid, thus, can create your own roster id
	- When recalling staff, is staff recalled for a day or just a few hours? If its for a day, what time the roster starts?	Both. Hours and day. Possible to recall split shift staff for split shift But not possible to recall normal shift staff for split shift.
2	Optimized scheduling	Yes. It is definitely better.
3	Baseline cost: - Get real cost from Kevin?	Get the current real data. Kevin will get back to us.
4	Data for all 30+ airlines Data for complete roster	Agreed.
5	UAT	We will set the date again Tentative 17th of September 2012. Another colleague to do UAT.
6	StaffRecords	Reading the system column need to be dynamic horizontally. Airline names will be spelt out in line 3
7	JAR file	Doesn't work if java is not installed.

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Cost breakdown : Baseline Cost	Kevin			
2	Roster Data	Kevin	Partially		
3	SITA and Travelsky Airlines	Kevin	Done		
4	All flight schedule	Kevin	Done		

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,