

AGENDA OF MEETING

Meeting Title	Client Meeting
Date	25-10-2012
Start Time	1315
End Time	1500
Called By	Suriyanti
Venue	SATS Office
Attendees	Glorya, Suriyanti, Yosin, Jek Bao, Minh and Kevin
Objective	Meet new PIC & clarifications

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)		

MINUTES OF MEETING

Meeting Title	Meet new PIC & clarifications
Date	25-10-2012
Start Time	1315
End Time	1500
Venue	SATS Office
Invitee List	Glorya, Suriyanti, Yosin, Jek Bao, Minh and Kevin
In Attendance	Glorya, Suriyanti, Yosin, Jek Bao, Minh and Kevin
Absent	-

DECISIONS:

No	Subject	Decision
1	What is the exact date format for the system?	English(Singapore) d/M/yyyy
2	Get data for the flights without CTR	Done
3	Try running simulation and observe the result	Seems valid.
4	Get one day schedule	Sent by Kevin
5	Additional requirements Squeeze staff in schedule	Will keep in view after finishing the main requirements

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1					
2					

CARRY-OVER ITEMS FOR THE NEXT MEETING:

No	Subject	Description
1		
2		
3		

NOTES:

Prepared by,

Suriyanti

Endorsed by client,

Vetted and edited by,

Glorya