

## AGENDA OF MEETING

<b>Meeting Title</b>	Changi Airport Site Visit
<b>Date</b>	29-02-2012
<b>Start Time</b>	1600
<b>End Time</b>	2100
<b>Called By</b>	Suriyanti
<b>Venue</b>	SATS Office @ Changi Airport T1
<b>Attendees</b>	Glorya, Suriyanti, Yosin, Minh, Kevin Choy
<b>Objective</b>	

### PREPARATION FOR MEETING:

<b>Please Read:</b>	<b>Please Bring:</b>
	Passport
	NRIC

### ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1	Update on last industrial attachment	Glorya	Minh also attended the session	29-02-2012	DONE

### AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Industrial Attachment	Suriyanti	29-02-2012

## MINUTES OF MEETING

Meeting Title	
<b>Date</b>	29-02-2012
<b>Start Time</b>	1600
<b>End Time</b>	2300
<b>Venue</b>	SATS Office @ Changi Airport T1
<b>Invitee List</b>	Glorya, Suriyanti, Yosin, Minh, Kevin Choy
<b>In Attendance</b>	Glorya, Suriyanti, Yosin, Minh, Kevin Choy
<b>Absent</b>	-

### MEETING:

No	Subject	Decision
1	Timing	<p>SATS Office to T2 : 13mins 49secs</p> <p>-3 hrs check-in counters opened.</p> <p>-70mins boarding counter opened.</p>
2	Flight information	<p>STA (Scheduled Time of Arrival) – the expected time of arrival (under usual cases).</p> <p>ETA (Estimated Time of Arrival) – estimated based on the flight's current departure time.</p> <p>ETA that differs from STA by too much (esp. delay) can create Snowball Effect.</p> <p>There are 3 A380 aircrafts available.</p> <p>Normal-bodied aircraft: needs 1 CSO + 3 CSA for departure. Takes 10mins for arriving passengers to get off the plane.</p> <p>Wide-bodied aircraft: needs 1 CSO + 3 CSA for departure. Takes 20mins for all arriving passenger to leave the aircraft.</p> <p>A380: needs 1 CSO + 5 CSA for both departure &amp; arrival flights.</p> <p>Assume duration from aircraft pushback/clearance to engine start is 5 minutes.</p> <p>Once aircraft arrives at airport, add 70 minutes turnaround time (minimum) before the flight is ready for next departure.</p>
3	Manpower Allocation	<p>In the event of staff shortage, eg. due to airport strike, needs to OT selected staff, but staff still needs 12 hours of break after the OT ended. Need to redeploy the time/re-assignment.</p> <p>Staff can only leave the boarding area once the aircraft runs on its engine.</p> <p>1 CSO handles 4-5 flights/day.</p>
4	Airline Requirement	<p>Other flights: 1 CSO + 3 CSA. But minimum 1 CSO + 1 CSA trained on the system.</p>

		Lufthansa flights: 1 CSO + 3 CSA. But all 1 CSO + 3 CSA have to be trained on the airline system.
5	Intellectual Property	Kevin is fine for us to hold the IP. However, company data has to be kept confidential. Small part of data can be used for presentation purpose only.
6	Project Coverage	Simulation logic -> compulsory. Optimised Scheduling -> a good-to-have feature. TBC.
7	Transit Passenger	Only happens when it's among the same aircraft or different aircrafts that have alliance (without going through immigration).  Transit passengers will have "Baggy Tagging".  "Real Boarding" – when passenger boarding done just before entering aircraft. Weakness: can't keep track on passenger number earlier.
8	Last Industrial Attachment	Friday, 02-03-2012 for Yosin and Suriyanti
9	Client Request	Batch file.  Share proposal drafts and diagrams to ensure that everyone understands where we are.
10	Project Proposal	One of the questions: "Why Java?"  Ms Access will be used instead of MySQL to prevent client from installing new software.  SATS has Ms Access 2007 throughout the company.
11	Next meeting	Sat, 10 <sup>th</sup> March 2012 @ SOB GSR 2-3, from 2pm-5pm.

#### ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Leong Thin Yin as supervisor? (Add: Can use spreadsheet only?)  Ask Ben Gan.	Suriyanti			
2	Project Proposal Write-up	Suriyanti			
3	Get Changi Airport Map from Kevin	Kevin			

#### CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description
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<b>1</b>	System requirement gathering	Will be discussed in the next meeting
<b>2</b>		
<b>3</b>		

NOTES:

Prepared by,

Suriyanti

Vetted and edited by,

Yosin