

AGENDA OF MEETING

Meeting Title	Supervisor Meeting
Date	24-08-2012
Start Time	1100
End Time	1200
Called By	Suriyanti
Venue	SIS Level 4
Attendees	Suriyanti, Glorya, Yosin, Jek Bao, Minh, & Prof Hady
Objective	Update current progress

PREPARATION FOR MEETING:

Please Read	Please Bring:
-	-

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Update current progress on scheduling algorithm		
2	Sharing of project schedule (iterations)	Suriyanti	

MINUTES OF MEETING

Meeting Title	Supervisor Meeting
Date	24-08-2012
Start Time	1100
End Time	
Venue	SIS Level 4
Invitee List	Suriyanti, Glorya, Yosin, Jek Bao, Minh, & Prof Hady
In Attendance	Suriyanti, Glorya, Yosin, Jek Bao, Minh, & Prof Hady
Absent	-
Objective	Update current progress

DECISIONS:

No	Subject	Decision
1		
	-	

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1					

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description

NOTES:

Prepared by,

Vetted and edited,

Endorsed by supervisor,