AGENDA OF MEETING

Meeting Title	Client's Meeting – User Requirements Gathering, Timeline and Clarification.
Date	30-05-2012
Start Time	2000
End Time	2200
Called By	Kevin
Venue	SATS's Conference Room
Attendees	Glorya, Yosin, Minh, Suriyanti and Kevin
Objective	Client's Meeting – User Requirements Gathering, Timeline and Clarification

PREPARATION FOR MEETING:

Please Read:	Please Bring:
-	-

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1	Revise Timeline, dissect logic (which constraint is prioritized)			26/05/12	Done
2	More detailed use case, business analysis, use case design, SSD and SD		Use case, use case diagram done. SSD, SD not done	26/05/12	Done
3	Also try to work on Database design if possible			26/05/12	Done
1	Revise Timeline, dissect logic (which constraint is prioritized)			26/05/12	Done

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	User Requirements Gathering – Use Case 1 – Bootstrap Data	Yosin	
2	User Requirements Gathering – Use Case 2 – Manage Uncertainties	Yosin	
3	User Requirements Gathering – Use Case 3 – Simulate Roster Plan	Yosin	
4	User Requirements Gathering – Use Case 4 – Manage Result	Minh	
5	User Requirements Gathering – Use Case 5 – Manage Airline Requirements	Minh	
6	Timeline	Suriyanti	
7	Clarifications	Glorya	

MINUTES OF MEETING

Meeting Title	
Date	30-05-2012
Start Time	1900
End Time	2200
Venue	SATS's Conference Room
Invitee List	Glorya, Yosin, Minh, Suriyanti and Kevin
In Attendance	Glorya, Yosin, Minh, Suriyanti and Kevin
Absent	N/A

DECISIONS:

No	Subject	Decision
1	User Requirements Gathering – Use Case 1 – Bootstrap Data	Prefer one file by one file rather than a zip file Please include non functional requirement like error messages Error message include more cause and actions ("Please <do this to solve the error>…") Don't need to Go to Simulate after Bootstrap Go directly to Manage Uncertainties + Congratulation message – need to have the 'successful' message that the Bootstrap has been successful. Data Format Depends on us Staff Records As long as the cell contains the name of the system, staff Don't need the staff name. Travelsky – take the airlines name instead of travelsky What is Roster Roster is 'shift' >> From Monday to Sunday, what is the official working hours of the staff. The system to propose a roster plan – staff deployment. Roster Kevin will get back to us. Roster is per week, simply the list of work shift timings. For Flight Schedule data, Column G: Na(text) consists of CTR (TBC by Kevin), FRT, & PAX.
2	User Requirements Gathering – Use Case 2 – Manage Uncertainties → Manage Simulation Parameters	Done by CSO Include also Ad Hoc leave (persons/day) follow the structure of MC. Units MC Rate : persons/day Staff Resign Rate : persons/ month New Staff Rate : persons/month Call back staff →assume that you can recall every single staff

		Flight Delay Rate → The system will analyze from the flight schedule bootstrapped. Assume normal distribution "Manage Uncertainties" change it to "Manage Simulation Parameters" Change "Generate Uncertainties" button to "Start Simulation" Additional Simulation Parameter How many days am I running Ad hoc list person/day Parameter New Staff, we need to know what they are trained on CSV doesn't work because there is no available data There is a 1.33 rule where total manpower = 1.33* requirement Decide on Coefficient = Require Manpower/ Available Higher coefficient is given the priority for the new staff allocation
3	User Requirements Gathering – Use Case 3 – Simulate Roster Plan	Done by DM Actual Simulation Assume that you can recall every single staff
4	User Requirements Gathering – Use Case 4 – Manage Result	Optimal roster plan, not the deployment Unproductive time – exclude break Unproductive Time and OT Add total time so that it is easier to relate Add Recall cost and recall hours Each airline should have the mean and sd for the flight delay rate
5	User Requirements Gathering – Use Case 5 – Manage Airline Requirements	Only Counter Doesn't need gate Filter function If I choose Malaysia airline, the table below can only for Malaysia airlines KIV the language requirements When does the combining counter apply? When there is an overlap, apply the customized airline requirements The timing that is before and after apply the normal requirement
6	Timeline	When do you first draw SD? Need to have that. Do include data dictionary Draw ER before logical diagram Add demo to client Per two iterations

		Also include the supervisor meetings
		Branch out the iteration Can divide into sub-groups and two groups run concurrently
		Change to two weeks per iteration
		Very important to align with iteration
		Endorsement of minutes with the client
		One UAT should be sufficient (confirm this with supervisor)
		Meeting Supervisor should be put inside schedule as well

7	Clarifications	Update the sign off user requirements
		       Use Case
		       Use Case Description
		       UI
		Next Meeting 15th of June 2010

8	Misconception	What is Roster Roster is 'shift' >> From Monday to Sunday, what is the official working hours of the staff. The system to propose a roster plan – staff deployment.

9	Pre-deployment	Already start to recall
		
		Staff Deployment rule:
		   1. Staff trained
		   2. Staff working – within start shift, ending shift
		   3. Staff available

10	Steps	Steps:
		   1. Plot all the flights
		   2. Allocate job → Pre-deployment
		   3. Manage Uncertainties
		   4. Simulate Actual Roster

11	Graphic	Don't need too much graphic →Progress bar and Day x
12	Project Based database	Different database for different project
13	Report Structure	Instead of which flight is delay just give the mean and standard deviation of the flight Don't need the staff names Don't need to know what is the call back staff Shortage coefficient for all the flights
14	Notes	Don't include Jetstar inside the simulation
15	Retime	Can come later and end later or come earlier and end earlier → does not considered as OT if it does not exceed the 12 hour Already included in Phase 1 if necessary.
16	User Manual	For staff system trained file, as long as the cell has fill, considered as trained. Tell user that system will read the file in certain format/column structure. For Travelsky, user needs to specify CA, CZ, or ZH, etc.

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Iteration Design (for project timeline)	All	Think of how we should design the iteration, which use case can go parallel	02/06/12	
2	Update Use Case and Use Case Description	Glorya		02/06/12	
3	Revise Matrix	All except Glorya		02/06/12	
4	GUI	Yosin		02/06/12	
5	Proposal	Minh		02/06/12	
6	Keeps all past emails on minutes endorsed by client	Suriyanti		02/06/12	
7	Start preparing necessary contents for user manual	Suriyanti		02/06/12	

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description
1		
2		
3		

NOTES:

Prepared by,   Vetted and edited by,

Glorya   Suriyanti

Endorsed by client,