

## AGENDA OF MEETING

<b>Meeting Title</b>	Client Meeting
<b>Date</b>	24-08-2012
<b>Start Time</b>	1400
<b>End Time</b>	1600
<b>Called By</b>	Suriyanti
<b>Venue</b>	SOE SR 2-2
<b>Attendees</b>	Glorya, Jek Bao, Minh, Suriyanti, Yosin and Kevin
<b>Objective</b>	Client's Meeting – Update on current progress

### PREPARATION FOR MEETING:

Please Read:	Please Bring:
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### ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1	User Requirement Endorsement	Suriyanti		24-08-2012	
2	Clarifications: <ul style="list-style-type: none"> <li>- Any fair assumption for split shift?</li> <li>- Check our database (on airline names and codes)</li> <li>- Manage Airline Requirement data</li> <li>- Error in data format during bootstrap</li> <li>- Data – Staff Records: BI/PI?</li> <li>-</li> </ul>	Glorya Yosin Minh		24-08-2012	
3	User Testing + Feedback (for the function)	Jek Bao		24-08-2012	
4	Discuss about User Testing date	Suriyanti		24-08-2012	
5	Set next client meeting date	Suriyanti		24-08-2012	

### AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1			
2			
3			
4			
5			

## MINUTES OF MEETING

Meeting Title	Client Meeting
<b>Date</b>	24-08-2012
<b>Start Time</b>	1430
<b>End Time</b>	1600
<b>Venue</b>	SOE SR 2-3
<b>Invitee List</b>	Glorya, Minh, Yosin, Jek Bao, Suriyanti and Kevin
<b>In Attendance</b>	Glorya, Minh, Yosin, Jek Bao, Suriyanti and Kevin
<b>Absent</b>	-

### DECISIONS:

No	Subject	Decision
1	User Requirement Endorsement	Done. User requirement is approved.
2	<p>Clarifications:</p> <ol style="list-style-type: none"> <li>Any fair assumption for split shift?</li> <li>Check our database (on airline names and codes)</li> <li>Manage Airline Requirement data</li> <li>Error in data format during bootstrap</li> <li>Request Data – Staff Record for BR/PI?</li> </ol>	<ol style="list-style-type: none"> <li>2<sup>nd</sup> split shift block, if tomorrow is rest day, don't try to exit 12 midnight. Collectively should not end by more than 12 hours. As long as tmrw is REST day, split shift or full time, their max OT time is up to 12 midnight.</li> <li>Clarified</li> <li>So far only 2 flights overlap, given if 3 flights overlap, take closest data in DB</li> <li>Clarified for the error</li> <li>MH staff records given already include staff for BR and PI.</li> </ol> <p>Misconception of how program works:</p> <ul style="list-style-type: none"> <li>Simulation is by iterations, more similar to PMSB</li> <li>Simulation should not be constrained by data input</li> <li>Develop simulation tool instead of scheduling tool</li> <li>Given 1 week of data, it will come out with the same schedule without change for 6 months</li> </ul>
3	User Testing + Feedback (for the function)	<ol style="list-style-type: none"> <li>Where is hour glass when you are bootstrapping</li> <li>When client try to change the zero in simulation parameter, the UI goes to flight</li> <li>Delete <b>*bootstrap successful</b> in simulation</li> <li>Change the Airlines Gate Departure aircraft type to narrow and wide</li> <li>Check input – 0.5 gate opening hours doesn't work and program gives prompt of '0 input not accepted'</li> <li>Can retrain last user input when client accidentally click all day and unclick?</li> <li>For gate, you can have no CSO, so CSO can be zero but need CSA</li> <li>Overall feedback: Quite intuitive</li> </ol>

		<p>9. Shrunk the size of the UI, much wasted space</p> <p>10. Come out with the help guide for user in UI- user hover around with the mouse, auto description to explain field and button (tool tip)</p>
4	Discuss about User Testing date	<p>UT 1: After 17<sup>th</sup> Sept, come out with test cases, last for 2 weeks, independent</p> <p>UT 2: 5<sup>th</sup> to 11<sup>th</sup> Nov Client not in town 29<sup>th</sup> Oct to 4<sup>th</sup> Oct will be good User Testing before user leaves Another option is to send jar file by 4<sup>th</sup> Oct and let user to do it on his holiday</p>
5	Set next client meeting date	Day time morning is okay for meeting
6	Error handling	Fixed rows for header for staff record. Read until you read an empty row and ignore the rubbish below.

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ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Client to send extra staff records file for system training	Suri	Suri to remind Kevin	27-08-2012	DONE
2					
3					
4					

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CARRY-OVER ITEMS FOR THE NEXT MEETING:

No	Subject	Description
1		
2		
3		

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NOTES:

Prepared by,

Yosin

Vetted and edited by,

Suriyanti

Endorsed by client,