AGENDA OF MEETING

Meeting Title	Meeting with Kent 2
Date	21-12-2011
Start Time	1930
End Time	2130
Called By	Kevin Choy
Venue	Singapore Changi Airport Terminal 1
Attendees	Choo Jek Bao, Glorya Marie, Suriyanti, Kevin Choy
Objective	Preliminary understanding on simulation software introduction

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	Understand the overview of the simulation project	Suriyanti	21-12-2012
2			

MINUTES OF MEETING

Meeting Title	Meeting with Kent 2
Date	21-12-2011
Start Time	1930
End Time	2130
Venue	Singapore Changi Airport Terminal 1
Invitee List	Choo Jek Bao, Glorya Marie, Suriyanti
In Attendance	Choo Jek Bao, Glorya Marie, Suriyanti
Absent	Yosin Anggusti, Nguyen Nhat Minh

MEETING:

No	Subject	Decision

1	Information on current situation	1. SATS has current system for arranging and allocating resources based on the flight time & flight size. Thus, they will do manual allocation of resources according to the flight time & size.
		2. There is a centralized flight database that keeps all the flight timing and all companies arrange resources according to that centralized database.
		3. Systems available:
		   a. Centralised Flight Database
		   b. Resource Allocation System
		4. Expected end of project : early October 2012 (ready for actual UAT)

2	Pressing problem	1. Certain degree of uncertainty
		   a. Air traffic congestion
		   b. Aircraft technical problem
		2. Manpower intensive industry
		   a. Morale issue (as staff get overstretched)
		   b. Consistency problem
		   c. Various airline departure control system
		   d. MC Problem
		3. Flight schedule
		   a. Changes 2x every year
		   b. Impact staff roster and deployment
		
		There is a pressing need across all departments to have simulation software to determine how well is their schedules. Do their resources shortage really caused by manpower shortage? How much Is the shortage? By how many percent will the efficiency be improved through addition of certain resources? Nobody knows how well the current schedule is. People need the software to make more informed decision. Another issue: standard deviation of flight schedule efficiency increases. 1 minute of flight delay costs S$1000.

3	Advantage of taking this project	1. There is pressing need for the solution 2. Kevin is helpful in providing as much information as possible 3. There will be attachment and observation tour as introduction 4. Kevin will not let us be dependent nor contacting IT department 5. There are support from some supervisors who are interesting to see this project realize 6. Client (Kevin) has done IS480 before able to understand our situation → easier communication

		7. Can provide us with expert help if we need to
4	Biggest challenge	Coming out with the logic to calculate and simulate the planned, expected, and actual flight schedule.
5	Advanced Challenged (not required)	Come out with "Optimised Schedule"
6	Decision deadline	15 Jan 2012

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Email Prof Ben Gan and find out when will the available projects be posted	Suriyanti		08-01-12	DONE
2	Decide which project to take or wait for more projects to come	Suriyanti	Reply to Kevin Choy from SATS	15-01-12	DONE
3					
4					
5					
6					

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description
1		
2		
3		

NOTES:

Prepared by,   Vetted and edited by,

Suriyanti   Glorya