AGENDA OF MEETING

Meeting Title	Java Desktop Application Tutorial and Proposal Write-up
Date	08-05-2012
Start Time	1830
End Time	2330
Called By	Suriyanti
Venue	SOE GSR 2-1
Attendees	Suriyanti, Glorya, Yosin, Minh
Objective	Initial Administration work, start iteration 1

PREPARATION FOR MEETING:

Please Read:	Please Bring:
	- Laptop

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1					
2					
3					

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Have an agreed coding convention	Minh	
2	Wiki page (start)	Glorya	

MINUTES OF MEETING

Meeting Title	Java Desktop Application Tutorial and Proposal Write-up
Date	08-05-2012
Start Time	1830
End Time	2330
Venue	SOE GSR 2-1
Invitee List	Minh, Glorya, Suriyanti, Yosin
In Attendance	Minh, Glorya, Suriyanti, Yosin
Absent	N/A

DECISIONS:

No	Subject	Decision
1	Coding Convention	Decided as the file named "Java Coding Convention" uploaded by Minh.
2	Wiki page	Started creating the page. - Wiki Motivation - Wiki Job Role (Suri) - X-Factor (Glor) - Motivation (Glor)
3	Confirm on data needed from client	• Flight schedule • Flight delay rate • MC (Medical Certificate) rate >>user input • Resigning staff >>user input • New workers trained (update on existing Worker DB) >>user input • Staff utilization rate >>user input • MAC (Meal Allowance Compensation) >>user input • Overtime rate • Airline & related gates where it parks • Airline specific requirement / special request (eg. mother tongue) >> under the customised business rule
4	Iteration Database Entity	Staff MC Airlines Flight Schedule Flight request Gates

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Email Kevin Choy to request on database	Suriyanti	Need to get this asap		DONE
2	Finalise Bumblebee logo	Minh			
3	Wiki: Updates, Project Documentation, Job Desc, Bug Metric structure (quality management) ,	Suriyanti			

	LOMS.				
4	Wiki: About Us, X-Factor, Team Motivation, Project Management, Time Management, Risk Management.	Glorya			
5	PM job rotation	Suriyanti			

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description
1		
2		
3		

NOTES:

Prepared by,   Vetted and edited by,

Suriyanti