AGENDA MEETING

Meeting Title	Team Meeting
Date	25-10-2012
Start Time	1500
End Time	1600
Called By	Suriyanti
Venue	Changi Airport
Attendees	Suriyanti, Glorya, Yosin, Jek Bao, Minh
Objective	Discuss team's next to-do list

PREPARATION FOR MEETING:

Please Read	Please Bring:
-	

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1	Staff Utilization Analysis Fix the Flight Departure bootstrap	Minh		Monday 22/10/2012	
2	Get actual scheduling result from Kevin Find out how they design roster Trace staff to find out the low staff util rate reason	Suriyanti		Monday 22/10/2012	
3	Poster's content Monitor Sin's result - Debugging (30 days) Consider last location	Glorya		Monday 22/10/2012	
4	Location: Remove the return to home page function after viewing pdf Combine utilization rate + flight demand coverage Remove unnecessary stuff from Grantt Chart	Jek Bao		Monday 22/10/2012	
5	Finish up Simulation (Arrival and Departure)	Yosin		Monday 22/10/2012 to Thursday 25/10/2012	

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Divide job for next meeting	Minh	20-10-2012

MINUTES OF MEETING

Meeting Title	Team Meeting
Date	25-10-2012
Start Time	1500
End Time	1600
Venue	Changi Airport
Invitee List	Suriyanti, Glorya, Yosin, Jek Bao, Minh
In Attendance	Suriyanti, Glorya, Yosin, Jek Bao, Minh
Absent	-
Objective	Discuss team's next to-do list

DECISIONS:

No	Subject	Decision
1		All stated in action item
2		

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	UT2 – tabulate Send UT2 report to supervisor Email UT2 forms to Ray Poster design Send minutes of meeting	Suriyanti			
2	**Result:** PDF Add definition Pie Chart into pdf (Sat) **UI:** FDC Printouts (Sat) Check on pdf output (make usre they tally) (Sat) Location graph Double check all printouts for PDF (Sat) Staff number, flight no on gantt chart	Jek Bao	Prioritise the important ones Result print out is most important		
3	Work on simulation UI fixing based on UT feedback	Minh			
4	Fix simulation Current scheduling fixing	Yosin			

5	Work on Recall off Recall Rest Location Poster	Glorya			

No	Subject	Description
1		
2		

NOTES:

Prepared by,   Vetted and edited by,

Suriyanti   Yosin