AGENDA OF MEETING

Meeting Title	Combined Team Minutes
Date	03-09-2012
Start Time	1100
End Time	1530
Called By	Suriyanti
Venue	SIS Lvl 3 – Research Lab
Attendees	Yosin, Glorya, Minh, Jek Bao, & Suriyanti
Objective	Continue with current tasks

PREPARATION FOR MEETING:

Please Read:	Please Bring:
-	-

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1	Bootstrap Staff Roster	Minh		27/08/12	DONE
2	Counter Departure Change the aircraft type to narrow and wide Change code	Yosin Suriyanti	From minutes 20120824	27/08/12	DONE
3	System Cost	Yosin	From minutes 20120824	27/08/12	DONE
4	AlgoCost	Glorya	From minutes 20120824	27/08/12	DONE
5	Scheduling	Yosin Minh	From minutes 20120824	27/08/12	
6	Gantt chart	Jek Bao	From minutes 20120824	27/08/12	DONE
7	1. Tool tip 2. Shrink the size of UI	Minh	From minutes 20120824	27/08/12	DONE
8	1. Revise timeline format 2. Prepare slides for midterm presentation 3. Delete *bootstrap successful if unnecessary 4. Retain last user input when client accidentally click all day and unclick? 5. Gate Arrival can have 0 CSO	Suriyanti		27/08/12	DONE
9	-Add column ST and ET for Staff Deployment Flight table	Yosin		27/08/12	DONE
10	Prepare 2 types of visualizations: 1. Based on staff (staff roster time vs staff actually working time)	Jek Bao		01/09/12	DONE

	2. Based on flight (have flight ID, flight time, and staff assigned for the task)				

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Discuss on any pending issue	Suriyanti	
2			
3			

MINUTES OF MEETING

Meeting Title	Team Meeting
Date	03-09-2012
Start Time	1130
End Time	1530
Venue	SIS Lvl 3 – Research Lab
Invitee List	Yosin, Glorya, Minh, Jek Bao, & Suriyanti
In Attendance	Yosin, Glorya, Jek Bao, & Suriyanti
Absent	Minh (work from home)

DECISIONS:

No	Subject	Decision
1	Manage Airline Requirements	Done with the changes requested by client.
2	Staff Roster Data format	Found discrepancies in the raw data format received from the ones agreed. Will follow the initially agreed format and prepare template for future updates.
3	JAR File	Unable to run on client's laptop. Will venture into packaging Java into .exe. Will try the speed of working on thumbdrive.

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	1. Bootstrap Staff Roster	Minh		05-09-2012	
2	Scheduling	Yosin Minh		05-09-2012	
3	JAR File – Explore on using .exe	Jek Bao		05-09-2012	
4	1. Revise timeline format 2. Prepare slides for midterm presentation	Suriyanti		05-09-2012	DONE
5	Prepare draft slides	All		05-09-2012	DONE

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description

NOTES:

Prepared by,   Vetted and edited by,

Suriyanti   Glorya