AGENDA OF MEETING

Meeting Title	Client's Meeting
Date	03-07-2012
Start Time	2000
End Time	2100
Called By	Suriyanti
Venue	SOB SR 3-6
Attendees	Glorya, Minh, Suriyanti and Kevin
Objective	Client's Meeting – Certain diagram endorsement, clarifications, and update on current result

PREPARATION FOR MEETING:

Please Read:	Please Bring:
-	Printed Use Case Diagram, Description, & Mock GUI

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1	Revise USD	Glorya→ Suriyanti		23/06/12	DONE
2	Revise GUI	Yosin → Minh		23/06/12	DONE
3	Clarifications with DM 1. Threshold for task overlap 2. MAC timing + cost 3. CTR/CRT for flight type.	Jek bao		23/06/12	In progress

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Sign off Use Case Diagram, Use Case Description, and mock GUI		
2	Clarify questions: 1. Additional database for flight historical data. 2. Roster is finalized and cannot be changed. 3. How often are roster updated? 4. How many times will the same flight arrive/depart in Singapore in a day? 5. Data for MC, New Staff, Resign Staff, Ad Hoc Leave 6. On average, how many flight are coming in and out of Singapore a day & how many staff does SATS have		

	on average to meet the demand? 7. How many hours before flight arrival and departure must certain staff stand by at both gate and counter? 8. Approx prices for the OT, MAC, and recall? Approximately. Is it the same throughout all staff? 9. If we were to use optimization, what do you expect? 10. Could we get real data?		
	Update on current progress 1. Bootstrap 2. Manage Simulation Parameters		
	Next Client Meeting on Wednesday, 15th July 2012?	Suriyanti	29-06-2012

Meeting Title	
Date	03-07-2012
Start Time	2000
End Time	2130
Venue	SOB SR 3-6
Invitee List	Glorya, Minh, Suriyanti and Kevin
In Attendance	Glorya, Minh, Suriyanti and Kevin
Absent	NA

DECISIONS:

No	Subject	Decision
1	Sign off Use Case Diagram, Use Case Description, and mock GUI	Manage Simulation Parameter CSA and CSO cost per hour MAC Mac has supper No per hour Error box
2	Clarify questions: 1. Additional database for flight historical data. 2. Roster is finalized and cannot be changed. 3. How often are roster updated? 4. How many times will the same flight arrive/depart in Singapore in a day? 5. Data for MC, New Staff, Resign Staff, Ad Hoc Leave 6. On average, how many flight are coming in and out of Singapore a day & how many staff does SATS have on average to meet the demand? 7. How many hours before flight arrival and departure must certain staff stand by at both gate and counter? 8. Approx prices for the OT, MAC, and recall? Approximately. Is it the same	1. Don't need to use historical data, just use the bootstrap data 2. Yes, finalized. Remember to state the exact template in the User Manual. Client has to combine all roster plans into one csv file before importing. 3. Maximum simulation period is 6 months. Assume no changes. 4. One arrival one departure per flight. 5. Sent 6. One day 600 per flight, in and out Airline operation: 800 staff SQ/MI: 1000 staff One day: 476 day One shift: 158 7. Arrival: 10 minutes before arrival → CSO has to get ready Departure: depends on airlines Add more column for manage airline requirement. 8. CSO Montly cost 4900 CSA Montly cost 3900

	throughout all staff? 9. If we were to use optimization, what do you expect? 10. Could we get real data?	9. Lowest total cost and highest utilization rate (priority) 10. Kevin will send us
	Update on current progress 1. Bootstrap 2. Manage Simulation Parameters	Empty file Should give the error straight away Don't need to bootstrap the historical data Need to work on the manage simulation parameter data. Will get back to Kevin.
4	Next Client Meeting on Wednesday, 15th July 2012?	Change to 30th of July 2012.

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Kevin to send us files a. real data (as much as possible) b. MAC cost	Kevin		05-07-2012	On Progress
2	GUI	Suriyanti		05-07-2012	On Progress
3	USD	Glorya		05-07-2012	On Progress
4	Update codes	Glorya		05-07-2012	DONE

CARRY-OVER ITEMS FOR THE NEXT MEETING:

No	Subject	Description
1		
2		
3		

NOTES:

Prepared by,   Vetted and edited by,

Glorya

                                                                           Suriyanti

Endorsed by client,