

AGENDA OF MEETING

Meeting Title	Combined Team Minutes
Date	21-09-2012
Start Time	1100
End Time	1600
Called By	Suriyanti
Venue	SOE SR 3.4
Attendees	Glorya, Minh, Jek Bao, & Yosin
Objective	Job assignment to prepare for new iteration

PREPARATION FOR MEETING:

Please Read:	Please Bring:
-	-

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1	Gantt Chart for Jek				
2	Scheduling for Yosin and Minh				
3	Contact Baihua, Debin and other presentation teams for appointments				

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1			
2			
3			

MINUTES OF MEETING

Meeting Title	Combined Team Minutes
Date	21-09-2012
Start Time	1530
End Time	1700
Called By	Suriyanti
Venue	SOE SR 3.4
Attendees	Glorya, Minh, Jek Bao, & Yosin
Objective	Job assignment to prepare for new iteration

DECISIONS:

No	Subject	Decision
1	Presentation Follow	<p>Actors:</p> <ol style="list-style-type: none"> 1. Glor as Client (Kevin – Airline Relations Manager) 2. Suri as Bumblebee as PM as pre-sale person 3. Yosin as Bumblebee Software Developer 4. Jek as Bumblebee Software Developer 5. Minh as Bumblebee Demo PIC <p>Purpose of Skit:</p> <ol style="list-style-type: none"> 1. To show purpose of taking up this project 2. To show the features of our software 3. To show how we can meet Client's software deadline (project management) 4. To show what we done before acceptance and after acceptance <p>Skit flow:</p> <ol style="list-style-type: none"> 1. Glorya (Airline Relations Manager from SATS) will share who SATS is and role of SATS in fulfilling airline requirements, schedule working hours, MAC, etc. 2. Glorya meets Bumblebee (aka Suri) tell her (suri) the blackbox that he wants. talk about input and what output expected. Jek tells Suri what is SATS and what is the purpose of this project → to reduce staffing overheads and to convince management to hire more staff in any case. 3. Times flies... Bumblebee went for acceptance presentation and is going for mid-term presentation... So Jek requested that before your school mid-term presentation can you show me what you have done. 3. Suri comes back to Jek to show Jek what she has done... Introduce Jek, Sin and Minh as the Bumblebee developers. Jek & Sin explain the functions created. Show demonstration by Minh and explain the features. 4. Client (Glorya) has seen all the features... He looks satisfied. And... He decide ask so how did you achieve this. Suri can you tell me about your project management stuff. Suri comes in and explain. 5. Suri summarize concisely what Bumblebee had done before and after acceptance. 6. End of presentation.
2		

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1					
2					

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description

NOTES:

Prepared by,

Jek

Vetted and edited by,

Minh