AGENDA OF MEETING

Meeting Title	Client's Meeting – Certain diagram endorsement, update on diagrams, & data clarification
Date	19-06-2012
Start Time	2000
End Time	2200
Called By	Suriyanti
Venue	SATS's Conference Room
Attendees	Glorya, Yosin, Minh, Jek Bao, Suriyanti and Kevin
Objective	Client's Meeting – Certain diagram endorsement, update on diagrams, & data clarification

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	Iteration Design (for project timeline)	All	Think of how we should design the iteration, which use case can go parallel	02/06/12	DONE
2	Update Use Case and Use Case Description	Glorya		02/06/12	DONE
3	Revise Matrix	All except Glorya		02/06/12	DONE
4	GUI	Yosin		02/06/12	DONE
5	Proposal	Minh		02/06/12	DONE
6	Keeps all past emails on minutes endorsed by client	Suriyanti		02/06/12	ONGOING
7	Start preparing necessary contents for user manual	Suriyanti		02/06/12	DONE

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Sign off Use Case Diagram, Use Case Description, and mock GUI **--Highlight the important changes that have been made to the files.** (Talk about Flight Requirements, Simulation, Manage Airline Requirements)	Yosin	15/06/2012
2	Clarify questions: 1. Just to confirm if one of the data in **Na** column is **CTR** for chartered flight. 2. Does 1 flight have different		15/06/2012

	aircraft code? E.g. MH602 has B734 and B738 planes. 3. Is STF NO in "Staff Records.csv" unique? There are some employees with no staff no. 4. Do you prefer to import the <u>airline requirements</u> by importing a csv file or by inserting data one by one? 5. Is there just 1 Roster.csv for the whole simulation? 6. How to tell if the arriving transit flight has Singapore as the transit point? 7. For parameters, e.g. MC Rate, New Staff Rate, and Staff Resign Rate, the client will enter and data for mean and std dev. Can we have the data to prove that it's in Normal Distribution? 8. What are the MAC hours or criteria to give MAC? 9. For stats, should we include EARLY flight arrival & departure in our normal distribution calculation? Does the CSA's work schedule affected by the earlier arrival and departure?		
3	Run through timeline highlights and finalize UAT date	Suriyanti	15/06/2012
4	Update on current progress (Demo Bootstrap data)	Minh	15/06/2012
5	Next Client Meeting Fri, 29th June instead?	Suriyanti	

MINUTES OF MEETING

Meeting Title	Client's Meeting – Certain diagram endorsement, update on diagrams, & data clarification
Date	19-06-2012
Start Time	2000
End Time	2200
Venue	SATS Office
Invitee List	Glorya, Yosin, Minh, Jek Bao, Suriyanti and Kevin
In Attendance	Glorya, Yosin, Minh, Jek Bao, Suriyanti and Kevin
Absent	NA

DECISIONS:

No	Subject	Decision
1	Sign off Use Case Diagram, Use Case Description, and mock GUI **--Highlight the important changes that have been made to the files.** (Talk about Flight Requirements, Simulation, Manage Airline Requirements)	Discussed and clarified. Refer to clarifications below. **General UI** Next button after finishing a task. **Bootstrap** Include an OK button after successful bootstrapping. **Manage airline requirements** Dropdown list for airlines and the remaining is input integer. Can click on the table and edit from the table. **Manage Results** Remove flight demand coverage Remove break for unproductive hours. Off paid 1.5 times. Rest paid 2 times. OT is 1.5times.
2	Clarify questions: 1. Just to confirm if one of the data in **Na** column is **CTR** for chartered flight. 2. Does 1 flight have different aircraft code? E.g. MH602 has B734 and B738 planes. 3. Is STF NO in "Staff Records.csv" unique? There are some employees with no staff no. 4. Do you prefer to import the airline requirements by importing a csv file or by inserting data	1. Ignore Chartered and FRT. 2. Yes. The same flights have different flight type. Sometimes narrow sometimes wide. They based on the scheduled aircraft type. 3. Yes. It is always unique. There are some errors from staff records.csv 4. One airline can operate one wide and one narrow. Narrow one. Wide one. Common row common check in. Need to differentiate counter and gate CSO and CSA.

		one by one?	
		5. Is there just 1 Roster.csv for the whole simulation?	5. Bear in mind a roster start at1800 6pm and ends at 2am the following day. For the roster format. This week I am on 4D. next week I would be in 5E. This coding phrase would come in before pulling the data and place them into the temp staff working hours table. The number of people in the line is critical. System with split shift. Split shift → divides into 2 parts → early 4 hours and late 4 hours with minimum 4 hours of rest. Later shift to the next day has 6 hours of rest. It will add up to 44 hours a week and a rest day and an off day. Strictly no OT.
		6. How to tell if the arriving transit flight has Singapore as the transit point?	6. Flight departure the CSV. Could not tell which the transit flight is? There is no need for transit flight. Omit the need to include staff required for transit flight.
		7. For parameters, e.g. MC Rate, New Staff Rate, and Staff Resign Rate, the client will enter and data for mean and std dev. Can we have the data to prove that it's in Normal Distribution?	7. For flight Arrival and departure, cater to the specific flight rather than airline. This is because some flight is fine, some flight will always have problems. Can assume normal. Kevin will always get the MC rate data for us.
		8. What are the MAC hours or criteria to give MAC?	8. MAC is breakdown into breakfast, lunch, and dinner. What is the timing for MAC? He will get back to us.
		9. For stats, should we include EARLY flight arrival & departure in our normal distribution calculation? Does the CSA's work schedule affected by the earlier arrival and departure?	9. For flight arrival if it delayed or early it matters. For example the flight supposes to arrive at 6 but it ends up coming at 7. So this will affect all. To compute minimum ground time = STD – STA. MGT is one hour but we can push back the flight to half an hour. The aircraft can still depart on time. For arrival, the arrival staff will need to come in early. If the previous leaves late then it will be messed up. Flight Arrival Delay → matters Early → matter On time → doesn't matter Flight Arrival Delay → matters Early → doesn't matter On time → doesn't matter
3	Run through timeline highlights and finalize UAT date	Timeline presented.	
4	Update on current progress (Demo Bootstrap data)	Demonstrated.	
5	Additional discussion	**Good to have is the results that are originally there.**	

		>> Project based simulation >> New database for new projects **What is the difference between off day and rest day?** Off day 1.5 times. Rest day 2 times. Need to cater to the difference. **Deployment** Do a small time deployment and try running on client laptop by end of July. Try running without Java. **System limitation 65,000 lines for Microsoft Access.** Can this cater to the simulation. Write them in the user manual. **Aircraft Type** How to define narrow or wide body aircraft? He needs a table to keeps track of a narrow and wide body. B734, B738, A320, A319, B727, B717 are all narrow. All MH operates flights are all narrow body. B742, B747, 200Series, 300Series, 400Series are wide body. These are the IATA aircraft abbreviation type. To build the database use the B738 and B734. He will populate for us the list. **Dates** Clarifications for dates in Flight Arrival and Departure Schedule The schedule only gives one date for the ATD or ATA. What happen if there is a midnight flight and STD/STA flight might be different from ATD/ATA if there is any delay. Can calculate if it the difference is too big, If it is too big and negative means it delays to the next day. Another note is that cannot off chalk earlier than 1 hour. **Should have one person to mainly in charge in UI. Standardising.**
6	Next Client Meeting Fri, 29th June instead?	He agreed for 29th June. And for July 15th. He would like to have it on 16th July. 30th July is no problem. August 15th is okay. August 30th is the problem. We may meet during the weekend. His late reservist is 15 September.

ACTION ITEMS:

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

CARRY-OVER ITEMS FOR NEXT MEETING:

CARRY-OVER ITEMS FOR THE NEXT MEETING:

No	Subject	Description
1	Sign off Use Case, Use Case Desc, & mock GUI	Sign off with client
2		
3		

NOTES:

Prepared by,   Vetted and edited by,

Glorya Marie   Choo Jek Bao

Endorsed by client,