AGENDA MEETING

Meeting Title	Supervisor Meeting
Date	03-11-2012
Start Time	1100
End Time	1220
Called By	Suriyanti
Venue	SIS Level 4
Attendees	Suriyanti, Glorya, Yosin, Jek Bao, Minh, & Prof Hady
Objective	Update Current Progress

PREPARATION FOR MEETING:

Please Read	Please Bring:
-	-

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1					
2					

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	UT2 Result	Suriyanti	03-11-2012
2	UT3	Suriyanti	03-11-2012
3	UT4	Suriyanti	03-11-2012
4	Poster + Video	Glorya	03-11-2012
5	Current Iteration	Yosin	03-11-2012
6	Next supervisor meeting	Suriyanti	03-11-2012

MINUTES OF MEETING

Meeting Title	Supervisor Meeting
Date	03-11-2012
Start Time	1100
End Time	1220
Venue	SIS Level 4
Invitee List	Suriyanti, Glorya, Yosin, Jek Bao, Minh, & Prof Hady
In Attendance	Suriyanti, Glorya, Yosin, Jek Bao, Minh, & Prof Hady
Absent	-
Objective	Update Current Progress

DECISIONS:

No	Subject	Decision
1	UT2 Result	Check on OT hour.
2	UT3	Will meet Prof Davis on Monday. (update on 05/11/2012) Will change UT3 to Heuristics Evaluation. Test is with approx. 10 testers.
3	UT4	Can try to get all ARMs who will eventually use the system? (update on 05/11/2012) Change the UT4 name to UT3. Will use 'total' unguided user testing. Give user a main overall analysis task to complete.
4	Poster + Video	Will send the revised poster to Prof Hady. Need to emphasise more on the benefits and quantitative results/benefits. State Greedy Algorithm and Monte Carlo Simulation. Give headings for each picture/scenario.
5	Current Iteration	Show how many times the simulation will be done in the UI. Consider giving scheduling result as an output for people using the roster. Rename the **Optimal Schedule** to **Cost Sensitive Schedule.**
6	Next supervisor meeting	Sat, 17 Nov 2012. 11 am at Level 4. Please check own schedule since 17th is makeup for Deepavali

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Check on OT hours result from UT2	Suriyanti			
2					

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description
1	More analysis on the result	
2		

NOTES:

Prepared by,   Vetted and edited,

Suriyanti   Jek Bao

Endorsed by supervisor,