AGENDA OF MEETING

Meeting Title	Supervisor Meeting
Date	25-08-2012
Start Time	1100
End Time	1200
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

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Acceptance feedback	Suriyanti	25-08-2012
2	Sharing of client feedback after client meeting -regarding user testing (GUI) -regarding definition of Simulation to client -User Testing agreements with client	Glorya	25-08-2012
3	Clarification on questions in Ms Word	Glorya	25-08-2012
4	Update current progress on scheduling algorithm	Yosin	25-08-2012
5	Sharing of project schedule (iterations)	Suriyanti	25-08-2012
6	Midterm date (9 Oct 2012 Tuesday, 5pm)	Suriyanti	25-08-2012
7	Next supervisor meeting (08 Sept 2012?)	Suriyanti	25-08-2012

MINUTES OF MEETING

Meeting Title	Supervisor Meeting
Date	25-08-2012
Start Time	1100
End Time	1300
Venue	SIS Level 4
Invitee List	Suriyanti, Glorya, Yosin, Jek Bao, Minh, & Prof Hady
In Attendance	Suriyanti, Glorya, Yosin, Jek Bao & Prof Hady
Absent	Minh
Objective	Update current progress

DECISIONS:

No	Subject	Decision
1	Acceptance feedback	Note for midterm: Give quantifiable justifications: (why your project is difficult and why you are adding value to client) 1. Record the changes in efficiency/speed of algorithm 2. Cost function changes along the way 3. Show the Greedy Algorithm that you will come out with (also K-S Test)
2	Sharing of client feedback after client meeting -regarding user testing (GUI) -regarding definition of Simulation to client -User Testing agreements with client	-Meet client personally for User Testing and get more users to test (other staff) -Ensure that proper user testing is done. -Inform client about optimal scheduling. -Get data for 35 airlines (all airlines) from client (flight schedule, staff record, staff roster), meanwhile, try to get as much real data online. Play with data that are realistic and close to what the system is handling. *Check on the final amount of airlines that system will be handling.
3	Clarification on questions in Ms Word	-User Manual has to include disclaimer on the size that the system takes in. -Protection mechanisms depend on the type of user that you will have. -Caching is necessary dependant on the data that we use. If we have certain data that we use repeatedly, keep it in the memory. This reduces the io latency (algorithm can run faster). -Security is currently not the main issue by our client since the sensitive data has been removed.
4	Update current progress on scheduling algorithm	-How do you know that they current schedule is the optimal schedule? -Treat each supervisor meeting as midterm presentation (3 supervisor meetings to go) -Need to have baseline cost → from Scheduling by Mimicking iteration.
5	Sharing of project schedule (iterations)	-Timeline: the names for the iterations → make it vertical.
6	Midterm date (9 Oct 2012 Tuesday, 5pm)	90 minutes. Give more technical perspectives.
7	Database	Add column ST and ET for Staff Deployment Flight table

8	Simulation	Will run several rounds of simulation. Will keep all the data inside log file.
9	Visualization of result	1. To view staff utilization (is staff has OT?) ~~2. To know if all airline requirements are met.~~ (expected to be 100% met) 3. To know staff assigned to certain flight at certain time. So, need 2 visualizations: 1. Based on staff (staff roster time vs staff actually working time) 2. Based on flight (have flight ID, flight time, and staff assigned for the task)
10	Next supervisor meeting (08 Sept 2012?)	08 Sept 2012, 11 am.

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Total number of airlines handled by SATS	Suriyanti	Discuss on next client meeting held on 27-08-2012	27-08-2012	DONE

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description

NOTES:

Prepared by,   Vetted and edited,

Suriyanti   Yosin

Endorsed by supervisor,