

AGENDA OF MEETING

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|----------------------|---|
| Meeting Title | Combined Team Minutes |
| Date | 18-08-2012 |
| Start Time | 1100 |
| End Time | 1900 |
| Called By | Suriyanti |
| Venue | SOE GSR 4-6 |
| Attendees | Yosin, Jek Bao, Minh, Glorya, & Suriyanti |
| Objective | Discuss on logic approach |

PREPARATION FOR MEETING:

| Please Read: | Please Bring: |
|---------------------|----------------------|
| - | - |

ACTION ITEMS FROM PREVIOUS MEETING:

| No | Action Item | PIC | Comment | Due Date | Status |
|-----------|--------------------|------------|----------------|-----------------|---------------|
| 1 | | | | | |

AGENDA TOPIC:

| No | Agenda Topic | PIC | Due Date |
|-----------|-------------------------------------|------------|-----------------|
| 1 | Continue with assigned action items | All | 18-08-2012 |
| 2 | Discuss on logic used | All | 18-08-2012 |
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MINUTES OF MEETING

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|----------------------|---|
| Meeting Title | Team Meeting |
| Date | 18-08-2012 |
| Start Time | 1100 |
| End Time | 2000 |
| Venue | SIS GSR 2-4 |
| Invitee List | Yosin, Jek Bao, Minh, Glorya, & Suriyanti |
| In Attendance | Yosin, Jek Bao, Minh, Glorya, & Suriyanti |
| Absent | - |

DECISIONS:

| No | Subject | |
|----|------------------|--|
| 1 | Algorithmic Cost | <ul style="list-style-type: none">- Logic has to include max 12 working hours (RULE) on top of the 4 & 8 hrs of break (for Split Shift) and 12 hrs (for Normal shift)- Do the Algo Cost based on Roster timing instead of Staff |
| 2 | System Cost | <ul style="list-style-type: none">- Separate system cost from Roster cost- System cost is by staff- The two cost will be combined eventually |
| 3 | Timeline | <ul style="list-style-type: none">- Update as what Ben Gan suggest |
| 4 | Gantt Chart | <ul style="list-style-type: none">- Will research on it. |

ACTION ITEMS:

| No | Action Item | PIC | Comment | Due Date | Status |
|----|--|-----------|---------|----------|--------|
| 1 | Algo Cost | Glorya | | | |
| 2 | Link Roster Cost to Staff | Minh | | | |
| 3 | System Cost | Yosin | | | |
| 4 | Update wiki, timeline and various diagrams | Suriyanti | | | |
| 5 | Gantt chart | Jek Bao | | | |

CARRY-OVER ITEMS FOR NEXT MEETING:

| No | Subject | Description |
|----|---------|-------------|
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NOTES:

Prepared by,

Glorya

Vetted and edited by,

Suriyanti