AGENDA OF MEETING

Meeting Title	Combined Team Minutes
Date	08-09-2012
Start Time	1300
End Time	1800
Called By	Suriyanti
Venue	SIS GSR 3-1
Attendees	Yosin, Glorya, Minh, Jek Bao, & Suriyanti
Objective	Continue with current tasks & Assign tasks after supervisor meeting

PREPARATION FOR MEETING:

Please Read:	Please Bring:
-	-

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1	Bootstrap Staff Roster	Minh		14-09-2012	DONE
2	Scheduling	Yosin Minh		14-09-2012	
3	JAR File – Explore on using .exe	Jek Bao		14-09-2012	DONE
4	1. Revise timeline format 2. Prepare slides for midterm presentation	Suriyanti		14-09-2012	DONE
5	Prepare draft slides	All		14-09-2012	DONE

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Allocate tasks	Suriyanti	08-09-2012

MINUTES OF MEETING

Meeting Title	Continue with current tasks & Assign tasks after supervisor meeting
Date	08-09-2012
Start Time	1315
End Time	1700
Venue	SIS SR 2-4
Invitee List	Yosin, Glorya, Minh, Jek Bao, & Suriyanti
In Attendance	Yosin, Glorya, Minh, Jek Bao, & Suriyanti
Absent	-

DECISIONS:

No	Subject	Decision
1	Mid-term PowerPoint Changes Required	1. Under Team's Observation slide, make the "Who??" easier to understand (the colour looks like CSO!). 2. We need to take note of the difference between claiming First Come First Serve or Randomly. He suggests that change the term to "Based on their experiences to schedule staff" which is based on "ordering list given + experience of each staff in assigning". There is no way we can emulate their scheduling. 3. For Use Case, change the stick man to Bee. 4. We mention about KS test, Hady wants to what is this test doing? What is its purpose? What is being feed in? He suggested that we start the slide with: - We have the flight data given to us by the client. In our simulation and our client assumes normal distribution. - We want to ensure this indeed follows the normal distribution; therefore, we could use the results for simulation. - Must include: What data to put in? How to judge if it passes the test? Conclusion made if it passes the test? 5. Change the "OT" font in the table Improvement for Pseudo Code – Cost Function: 6. Explain more on the get required CSO CSA tasks on Pseudo Code side (steps to come up with that process). 7. For explaining the Pseudo Code uses a flow chart diagram. When you have a decision you use a diamond box to explain your point. 8. Explain what it means to have a roster, ID and etc… 9. Introduce the Roster then Cost Function. Explain what is the purpose of Cost Function is. Mention that the cost is attached to the roster. Also the Algorithmic Cost. 10. We need to prioritise the needs of those airlines which require the most of the resources. We need to determine which airline to schedule first. 11. Include quantitative metrics. Show how complex the software is. Explain more in-depth on our software. 12. Hady mentions that we don't forecast. We simulate the data. So we need to change accordingly for the Technical Architecture slides. 13. "Talk-Aloud" method? Try to find a universal term.

	14. Change the sentence: One facilitator to one tester under the User Testing Slide.
	15. Think of what kind of questions we are asking our tester to evaluate the output of our software. (very important)
	16. Break up the iteration timing to 2-3 weeks max per iteration.
	17. "NOW" in the ppt slide should be "Midterm" day.
	18. Last slide is not updated. Change it.

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Bootstrap Staff Roster	Minh		14-09-2012	DONE
2	Scheduling (33 airlines, 1 week → at least by UT1)	Yosin		14-09-2012	
3	JAR File – Explore on using .exe	Jek Bao		14-09-2012	DONE
4	Complete all the changes on the slides	Suriyanti Glorya		10-09-2012	
5					
6					

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description

NOTES:

Prepared by,   Vetted and edited by,

Minh   Suriyanti