AGENDA OF MEETING

Meeting Title	Use Case
Date	24-05-2012
Start Time	1900
End Time	2200
Called By	Glorya
Venue	SOB GSR 2-2
Attendees	Glorya, Yosin, Minh
Objective	Draft GUI, Use Case, Use Case Description, Uncertainties, Questions for Kevin

PREPARATION FOR MEETING:

Please Read:	Please Bring:
-	Laptop

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1	Logical Diagram	Glorya		23/05/2012	Done
2	Use Case Description	Minh		23/05/2012	Done
3	Revision of logical and use case description	Yosin		23/05/2012	Done
4	Updated wiki	Yosin	Use case diagram but NOT description	23/05/2012	Done

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Use Case	All	
2	Use Case Decsription	All	
3	UI	All	
4	Questions for Kevin	All	

Report Structure

Meeting Title	
Date	24-05-2012
Start Time	1900
End Time	2200
Venue	Glorya
Invitee List	SOB GSR 2-2
In Attendance	Glorya, Yosin, Minh
Absent	NA

DECISIONS:

No	Subject	Decision

1	Use Case	1. Bootstrap
		Flight Schedule
		Staff List
		Flight schedule and Staff list data are give.
		Reconfirming the file format and data type.
		Staff Roster
		We do not have yet.
		 Propose what we must have.
		 Date
		 Scheduled Time (STA/STD), Transit flight?
		 Start Time
		 End Time
		 Location
		 Staff ID
		 Flight Number
		2. Generate Uncertainties
		Include input uncertainties and Generate uncertainties using normal distribution
		Uncertainties include:
		 MC Rate (x/day)
		 Flight Delay Rate
		  Overall rate, per flight or per airline.
		 Resigning staff rate (x/month)
		 New Staff
		  what kind of system are they trained?
		 Callback staff
		 Input?
		3. Simulate Roster Plan
		Analyse effectiveness of the planned roster given forecasted uncertainties.
		Simulation end with the result
		 How many flight requirements unmet
		4. Customise flight requirements
		Is there any other variable we want to custmise
		5. Manage Report
		View past result and export to PDF
		What is in result?
		Staff utilization
		Productive time/Total Time

		Flight Requirement coverage Per task /per number of hours Whats the formula? **OT cost** OT rate* hour **MAC** MAC rate* hour **Unproductive time?** Time or rate Not working time, break time/total working time **Display the variables** MC Rate (x/day) Flight Delay Rate Resigning staff rate (x/month) New Staff
2	Use Case Description	Leave it as homework
3	UI	Refer to subversion
4	Questions for Kevin	Clarify with Kevin? 1. New Staff? How to create? Qualification? Shift? 2. Schedule flight? Can separate into Departure ? Arrival ? 3. What are customizations that you need to have? 4. Are you comfortable with the word 'uncertainties'? (new staff, resign staff, flight delay, MC rate) 5. Do you need to edit staff/flight data? 6. Flight requirement coverage or flight demand coverage? 7. Flight demand coverage: what is the unit? Per task or per no of hours covered or percentage 8. Staff utilization rate, unproductive time is measured by hours or percentage? 9. How can call back staff be imported? By manual input or CSV?

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	GUI	Yosin		26/05/12	
2	Report Structure	Minh		26/05/12	
3	Use case description	Glorya		26/05/12	
4	Timeline	Glorya		26/05/12	

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description
1	UI – Report structure	

NOTES:

Prepared by,   Vetted and edited by,

Glorya   Minh