

AGENDA MEETING

Meeting Title	Team Meeting
Date	18-10-2012
Start Time	1700
End Time	1900
Called By	Suriyanti
Venue	LIB PR 5-6
Attendees	Suriyanti, Glorya, Yosin, Jek Bao, Minh
Objective	Divide job for Saturday

PREPARATION FOR MEETING:

Please Read	Please Bring:
-	

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1	Update database and airline requirements	Yosin	By Friday		
2	Monitor Sin's result -Prepare for UT2 (Friday) -Preference ranking for Algorithmic Cost -Insertion error (query) (Sat)	Glorya	Bold – by Friday		
3	Get list of things required from client moving forward (Jek Bao) Fix delete pdf button (Jek Bao) Get latest database data displayed on Cost Parameters & Simulation Parameters	Yosin & Jek Bao	By Friday		
4	Prepare for final ppt slide <i>This iteration (complete flight delay for arrival flight)</i> Prepare list of things needed for handover to client User Manual preparation Monitor UI (quality check) Update wiki Learning outcomes Monitor UT	Suriyanti	Bold – by Friday		
5	Make breadcrumb unclickable But colour still works (can change from grey to blue)	Minh	Bold – by Friday		

Tooltip for the UI (at least started) Flight Demand Coverage Staff Utilisation Rate Validation for the bootstrap data (when upload the wrong file, 3 consecutive days problem. Solved?)				
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AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Checklist for previous action items	Suriyanti	15-10-2012
2	To-do list for Sat's meeting	Suriyanti	15-10-2012
3	Set UT 2 (w peers and client)	Suriyanti	15-10-2012
4	To-do list for supervisor meeting	Suriyanti	15-10-2012

MINUTES OF MEETING

Meeting Title	Team Meeting
Date	18-10-2012
Start Time	1730
End Time	1900
Venue	LIB PR 5-6
Invitee List	Suriyanti, Glorya, Yosin, Jek Bao, Minh
In Attendance	Suriyanti, Glorya, Yosin, Jek Bao, Minh
Absent	-
Objective	Divide job for Saturday

DECISIONS:

No	Subject	Decision
1	Jek Bao	Do staff schedule chop up and location. Gridline is not possible. No existing API. 2 nd to update database.
3	Minh	STD OFB ATD issue. Look at the list Suri sent. For flight demand coverage and staff utilisation rate we will discuss on Saturday. 3 rd to update database.
4	Yosin	Same tasks as mentioned. Sort out the task created. 1 st to update database.
5	Suriyanti	Same tasks as mentioned.
6	Glorya	She is still doing the code for ranking. Yosin and Glor discussed about the way to make the ranking and Yosin wants the fastest way.

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1					
2					
3					
4					
5					

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description
1		
2		

NOTES:

Prepared by,

Jek Bao

Vetted and edited by,

Minh