AGENDA OF MEETING

Meeting Title	Internal Meeting
Date	07-03-2012
Start Time	1530
End Time	1830
Called By	Suriyanti
Venue	SIS GSR 2-2
Attendees	Glorya, Suriyanti, Yosin, Minh
Objective	Mainly to discuss on Rostering Logic

PREPARATION FOR MEETING:

Please Read:	Please Bring:

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1	System requirement gathering				
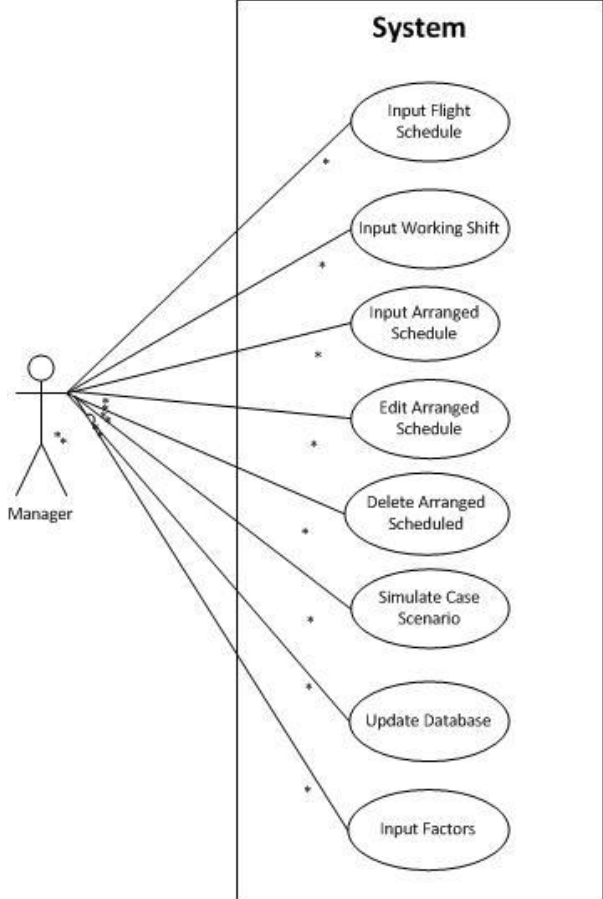
AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Rostering Logic		
	Meeting with Prof Ben Gan on issue about supervisor (LTY?)		

Meeting Title	Internal Meeting
Date	07-03-2012
Start Time	1540
End Time	1841
Venue	SIS GSR 2-2
Invitee List	Glorya, Suriyanti, Yosin, Minh
In Attendance	Glorya, Suriyanti, Yosin, Minh
Absent	-

MEETING:

No	Subject	Decision
1	Draw Use Case	
2	Simulation	• Use historical data and with statistics, come out with forecasted • Simulation logic + rostering (simple reassignment if possible. If not, just error message for human to change the rosters) While Optimised Scheduling sis the best of the best scenario • Input→ Simulate→Statistics Generated→ Forecast→ Run Simulation Logic→ PDF format extracted (Visualised Report "transcript" , Business Evaluation)
3	Functionalities (TBC)	• Simulate • Assign Roster
4	Requirement of "Good Simulation" result	• MC rate (+ reassign worker if possible / propose possibility of OT) Things to take into account: needed manpower + hrs, qualification on system (language, and position/status), available time, same row

		of check-in counter?, CSO can be CSA but CSA can't be CSO. • Check that all flight requirements are fully filled • Check allowable OT rate vs. input OR rate + count OT hrs + cost • Count recalls (cost + time) • Check if 12-hr break for full time workers is achieved • Count MAC cost • Count overlap hours • Unused working hours (people + time) • Down time (based on overlap + not fulfilled flight requirement) • Number of break hours not given within 6hrs of work? + Which worker?

5	Questions to Kevin	• Importing flight schedule and working shift together or separately?
		• Does he have the data as one or separate?
		• Do you think a database is needed for the forecasted data (from historical data given)? Or just include the forecasted data in the report?
		• Report generated after the analysis of real historical data will appear in visual format with charts/diagrams, instead of just table of data. However, these data 'might' be exported as PDF file.
		• Simulation = analyse current rostering condition + uncertainties + improvise the situation.
		• How optimized is optimized that you expected?
		• What is considered as a good simulation result to you?
		• Certain scenarios/factors, do client wants us to allow them to use INPUT or have these factors in Database?
		    ○ MC / Leave
		    ○ New Manpower
		    ○ Sudden flight request (manpower)
		    ○ Flight hour delay
		    ○ Flight cancellation
		    ○ Beginning Staff (-DB)
		    ○ New Worker (+DB)

6	Data to request from Kevin	• Flight schedule • Flight delay rate • MC (Medical Certificate) rate • Weather condition • Walking time • Resigning staff • New workers trained (update on existing Worker DB) • Staff utilization rate • MAC (Meal Allowance Compensation) • Overtime rate • Sudden demand from airline • Lower productivity from newcomer • Airline & related gates where it parks • Airline specific requirement (eg. mother tongue) • List of similar systems
7	Minutes Vetting Rotation	Glorya- Minh-Yosin
8	1 Week Recess	30 April 2012 – 7 May 2012

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Include events into scheduled timeline	Suriyanti			
2	Research on possibility of exporting data as PDF format	Minh			
3	Meeting with Prof Ben Gan	Suriyanti			
4	Model – View - Controller	Minh			
5	Create draft proposal (headings)	Suriyanti			
7	Send client meeting agenda, information, and questions that we will ask	Suriyanti			
8	Please ensure that you have NetBeans, Ms Access, Visio Paradigm, and Ms Project.				
9	Project logs	Yosin	Bug tracking, risk and others		

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description
1	Split project write up	
2	Project write up on logic	
3		

NOTES:

Prepared by,   Vetted and edited by,

Suriyanti   Yosin, Glorya