

AGENDA OF MEETING

Meeting Title	Team Meeting – start of remaining diagrams, update to Jek Bao
Date	05-06-2012
Start Time	1900
End Time	2200
Called By	Suriyanti
Venue	SOB GSR 2-2
Attendees	Glorya, Yosin, Minh, Suri, Jek Bao
Objective	Team Meeting – start of remaining diagrams, update to Jek Bao

PREPARATION FOR MEETING:

Please Read:	Please Bring:
Proposal	Laptop
Wiki Page	
Timeline	
Edited PDF Result structure	

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1	Conduct IS103	Yosin		22-06-2012	Pending
2	Complete the write up for Risk Metric	Suriyanti		02-06-2012	Done
3	Figures for the Schedule Metric	Glorya	After timeline is done	04-06-2012	Done
4	Add in Job Desc – probability research role & statistics research role.	Suriyanti	After job allocation is done.	05-06-2012	Pending
5	Major revamp of timeline	Suriyanti / Minh		03-06-2012	Done
6	Data Description for CSV files + Attributes in Logical Diagram	Glorya	Only for CSC, Logical Diagram not done	03-06-2012	Done
7	<u>Update wiki:</u> Project Description X-Factor Stakeholder – Prof Hady's name UC UCD ER Logical Diagram GUI Add links for X-Factor (from IS103 class)	Yosin	ER and Logical Diagram not done	03-06-2012	Done
8	Review ER & Logical Diagram	Yosin		03-06-2012	Done
9	Upload on wiki: Bug Metric Schedule Metric Risk Metric (when Suri is done)	Glorya		04-05-2012	Done
10	Edit proposal	Minh		03-06-2012	Done

11	Edit exported PDF structure	Minh		04-06-2012	Pending
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AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Update Jek Bao	Suriyanti	
2	Revive Bug Metric & Risk Metric	Minh	
3	Update Data Dictionary	Glorya	
4	Finalise Proposal, Timeline & Wiki Page to send to Prof Lauw	Suriyanti	

MINUTES OF MEETING

Meeting Title	Team Meeting – start of remaining diagrams, update to Jek Bao
Date	05-06-2012
Start Time	1900
End Time	2200
Venue	
Invitee List	Glorya, Yosin, Minh, Suri, Jek Bao
In Attendance	Glorya, Yosin, Minh, Suri, Jek Bao
Absent	NA

DECISIONS:

No	Subject	Decision
1	Data Dictionary	Data Format of Flight Schedule attributes and Staff records attributes
2	Revise ER Diagram	Update entities and entities relationships
3	Finalised Risk Metric, Schedule Metric and Bug Metric	-Remove unrelated risks -Change description of Schedule Metric
4	Finalised Job Allocation	Modify Job Allocation for Iteration 4
5	Timeline	-Combine Iteration 1: Design Database and Iteration 2: Bootstrap data -Revise time allocated for some tasks. (refer to Timeline for more details)

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Clarify Roster Plan with Kevin	Suriyanti		07/06/2012	
2	Modify Logical Diagram	Glorya		07/06/2012	
3	Industrial Attachment	Jek Bao		TBD	
4	Research on Modeling	Yosin		TBD	
5	Research on Statistic	Glorya		TBD	
6	Domain Diagram	All		07/06/2012	
7	Update timeline and metrics in Wiki	Glorya		07/06/2012	
8	Look through the project proposal: Glorya->Minh->Jek->Suriyanti	All		07/06/2012	

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description
1	Nil	
2		
3		

NOTES:

Prepared by,

Minh

Vetted and edited by,

Glorya