AGENDA MEETING

Meeting Title	Team Meeting
Date	20-10-2012
Start Time	1300
End Time	1800
Called By	Suriyanti
Venue	SIS Level 4
Attendees	Suriyanti, Glorya, Yosin, Jek Bao, Minh
Objective	Discuss team's progress.

PREPARATION FOR MEETING:

Please Read	Please Bring:
-	

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1	Staff Utilization Analysis Fix the Flight Departure bootstrap	Minh		Monday 22/10/2012	
2	Get actual scheduling result from Kevin Find out how they design roster Trace staff to find out the low staff util rate reason	Suriyanti		Monday 22/10/2012	
3	Poster's content Monitor Sin's result - Debugging (30 days) Consider last location	Glorya		Monday 22/10/2012	
4	Location: Remove the return to home page function after viewing pdf Put utilization rate + flight demand coverage in UI Remove unnecessary stuff from Grantt Chart	Jek Bao		Monday 22/10/2012	
5	Finish up Simulation (Arrival and Departure)	Yosin		Monday 22/10/2012 to Thursday 25/10/2012	

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Discuss Team's Progress	Suriyanti	20-10-2012
2	Divide job for next meeting	Minh	20-10-2012

MINUTES OF MEETING

Meeting Title	Team Meeting
Date	20-10-2012
Start Time	1220
End Time	1800
Venue	SIS Level 4
Invitee List	Suriyanti, Glorya, Yosin, Jek Bao, Minh
In Attendance	Suriyanti, Glorya, Yosin, Jek Bao, Minh
Absent	-
Objective	Discuss team's progress

DECISIONS:

No	Subject	Decision
1	Staff work location	Decided to not simply show the
2		

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Staff Utilization Analysis Fix the Flight Departure bootstrap	Minh		Monday 22/10/2012	
2	Get actual scheduling result from Kevin Find out how they design roster Trace staff to find out the low staff util rate reason	Suriyanti		Monday 22/10/2012	
3	Poster's content Monitor Sin's result - Debugging (30 days) Consider last location	Glorya		Monday 22/10/2012	
4	Location: Remove the return to home page function after viewing pdf print utilization rate + flight demand coverage in UI Remove unnecessary stuff from Grantt Chart	Jek Bao		Monday 22/10/2012	
5	Finish up Simulation (Arrival and Departure)	Yosin		Monday 22/10/2012 to Thursday 25/10/2012	

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description
1		
2		

NOTES:

Prepared by,   Vetted and edited by,

Suriyanti   Yosin