

AGENDA OF MEETING

Meeting Title	Client Meeting
Date	10-03-2012
Start Time	1400
End Time	1700
Called By	Suriyanti
Venue	SOB GSR 2-3
Attendees	Glorya, Suriyanti, Yosin, Minh, Kevin Choy
Objective	To share team progress and align project requirement

PREPARATION FOR MEETING:

Please Read:	Please Bring:
Pre-meeting Note.docx	

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1					
2					
3					

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Share team progress		
2	Align project requirement		
3	Clarify certain questions with client regarding project requirement		

MINUTES OF MEETING

Meeting Title	Project Requirements with Kevin
Date	07-10-2012
Start Time	1415
End Time	
Venue	Glorya
Invitee List	LKCSB GSR 2-3
In Attendance	Kevin, Glorya, Suriyanti, Yosin, Minh
Absent	

DECISIONS:

No	Subject	Decision
1	Share Tream Progress	<p>Use Case Change the input working shift to manage working shift, same goes to the others</p> <p>Nomenclature Arrange schedule change to “deployment” Staff working shift change to “roster” Forecasted change to “calculated” Use of shift code to identify the rostering T1OMH(+ A/B/C/D) 1 shift roster can have many staff Forecasted rate change to calculated rate Each staff will have shift rotation each week (Thus, will have different shift code each week)</p>
2	Align Project Requirement	<p>Must Have Analyse Data – System need to do the analysing of the data</p> <ul style="list-style-type: none"> Historical data >> Calculated data <p>Simulate As- Is analysis</p> <ul style="list-style-type: none"> Allowing user to input Dynamic duration Able to change the calculated data <p>Audit Trail for testing and verifying purposes Report Generating</p> <p>Good to have To be analysis, moving on to the optimised rostering</p> <p>Do not need fancy UI. Decent will do. Allows: creation of NEW PROJECT (just like Ms Word’s NEW FILE).</p>
3	Clarify certain questions with client regarding project requirement	<ul style="list-style-type: none"> Importing flight schedule and working shift together or separately? <ul style="list-style-type: none"> Separately, in fact, need to import more than 1 CSV for each working shift. Does he have the data as one or separate? <ul style="list-style-type: none"> It is in different csv Do you think a database is needed for the forecasted data (from historical data given)? Or just include the forecasted data in the report? <ul style="list-style-type: none"> Leave to the team to decide 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. <ul style="list-style-type: none"> Compulsory.

		<ul style="list-style-type: none"> • Simulation = analyse current rostering condition + uncertainties + improvise the situation. <ul style="list-style-type: none"> ○ Yes! Need to improvise the situation • How optimized is optimized that you expected? <ul style="list-style-type: none"> ○ Cost effective to cost, MAC, salary ○ Solve Staff shortage ○ Fulfill all the airline demand ○ Good/low staff utilization • What is considered as a good simulation result to you? <ul style="list-style-type: none"> ○ As long as it is close to what is happening in the real world • Certain scenarios/factors, do client wants us to allow them to use INPUT or have these factors in Database? <ul style="list-style-type: none"> ○ MC / Leave ○ New Manpower ○ Sudden flight request (manpower) ○ Flight hour delay ○ Flight cancellation ○ Beginning Staff (-DB) ○ New Worker (+DB)
4	Additional	<ul style="list-style-type: none"> • We need to have the function to add or change the business rules / parameters
5	Discuss data that is required	<ul style="list-style-type: none"> • Flight schedule • Flight delay rate • MC (Medical Certificate) rate • Weather condition >> do not need • Walking time >> standardise to 15 minutes • Resigning staff • New workers trained (update on existing Worker DB) • Staff utilization rate >> not from Kevin. The rate will be derived. • MAC (Meal Allowance Compensation) • Overtime rate • Sudden demand from airline >> no historical data, leave out from the simulation • Lower productivity from newcomer >> no impact • Airline & related gates where it parks >> kiv • Airline specific requirement (eg. mother tongue) >> under the customised business rule (kiv) • List of similar systems >> Staff details

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Prepare Interim Proposal	All	Suriyanti allocate and assign the proposal		
2	Send Proposal to Kevin	Suriyanti			
3	Send Timeline	Suriyanti			

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description
1	Proposal Preparation	
2		
3		

NOTES:

Prepared by,

Glorya

Vetted and edited by,

Suriyanti