

AGENDA OF MEETING

Meeting Title	Client Meeting
Date	15-05-2012
Start Time	2000
End Time	2200
Called By	Suriyanti
Venue	SATS Office T1
Attendees	Glorya, Yosin, Minh, Kevin
Objective	Share our current progress, clarify questions, and gather client feedback.

PREPARATION FOR MEETING:

Please Read:	Please Bring:
	- Laptop

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1	Clarify questions with Kevin* (from previous meeting minutes)	Yosin			
2	Present GUI mock up	Minh			
3	Run through new timeline				

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Update current progress to the client <ul style="list-style-type: none">New project timelineJob divisionGUI		

MINUTES OF MEETING

Meeting Title	
Date	15-05-2012
Start Time	2000
End Time	2200
Venue	SATS Office T1
Invitee List	Gloria, Yosin, Minh, Kevin
In Attendance	Gloria, Yosin, Minh, Kevin
Absent	N/A

DECISIONS:

No	Subject	Decision
1	GUI	<ul style="list-style-type: none"> - Don't need login - Allow filter function <ul style="list-style-type: none"> o what time o when is it o what airlines do you want to see) - Customised logic → Use fillings - Form filling is good for client - Good to have: <ul style="list-style-type: none"> o Past result comparison - Settings: option to choose how many past records to be kept
2	Admin	<ul style="list-style-type: none"> - If Jek Bao wants to do early June attachment, email Kevin* his details asap - Always send agenda and minutes to client - Get Ben Gan as supervisor
3	Specifications (Input)	<ul style="list-style-type: none"> - Input data as csv and text fields - Recall inputs (how many people per day), randomize people to be recalled - Resign staff (how many per month – input, try to spread evenly), new workers (rate as input) - CSV input: follow the given document by Kevin* on airlines schedule, staff (wait for Kevin* to explore), airlines requirement -> customized logic (the forms) - MAC rate (cost of MAC per hour) - Good to have: <ul style="list-style-type: none"> o Excel format as input o Graphics o Sensitivity Analysis
4	Simulation	<ul style="list-style-type: none"> - Assume Normal Distribution, so input will take in z-value, mean - For testing, we can hardcode the data first and do automated testing
5	Specifications (output)	<ul style="list-style-type: none"> - Staff utilisation rate (Productive time / total time) - Unproductive time = not working time, break time => unproductive rate tentatively (we will ask Kevin* again) - MAC - OT
6	Logical design (database)	<ul style="list-style-type: none"> - System tied down to airlines and staff - System -> just have name, qualify by airlines (e.g. sabre airlines have many systems) - Under flight, for Malaysia airline, if there is onl 1 flight running, - Depends on written, it's Malaysia airlines, all those with common check in: luftansa, quantas, Malaysia. Will have

		<p>different required CSA, CSO. Get the details from Kevin. E.g. if there are 2 flights running for msia airlines, got 7 staff needed. If only 1 airline, 5 staff needed.</p> <ul style="list-style-type: none"> - All those airlines with no specified system, put SATS system. - 1 more roster table needed
7	Customised Logic	<ul style="list-style-type: none"> - Common check in → use fillings with condition – how many flights require how many personnel - Custom logic: Data field, operator, condition, function (and, or) - Dropdown list: dropdown of filters data field, operator and function - Last logic settings to be stored - Customizable logic: for airlines number of needed CSO and CSA - Can ask khar way
8	Consultation	Note: Feel free to consult Talk to weeliong, LTY, michelle for this project
9	Non- functional requirements	<ul style="list-style-type: none"> - Quality attributes, stability, performance, reliability, usability, fault discovered and delivered, customization management (customized logic) - Things to consider: usability and format, in sequence tab - Good to have: progress bar - A simple animation running would be good: to ensure that the software is not hang - Comment codes

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Ask Jek Bao when he is back and whether he wants an attachment	Glorya	To email/ whatsapp Jekbao asap		
2	Ben as supervisor	Suri	To email ben		
3	*Follow up with Kevin	Suri			
4	Revise Timeline	Yosin	Discussion on next meeting	30 th May 2012	
5	To send more detailed use case, business analysis, use case design, SSD and SD	Glorya	Discussion on next meeting	30 th May 2012	
6	Aim to finish user requirement gathering on 30 th and let Kevin sign off	Glorya	Note: at each iteration/ phase, let client sign off	30 th May 2012	
7	Revise SE	Everyone			

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description
1	Revise Timeline, dissect logic (which constraint is prioritized)	
2	More detailed use case, business analysis, use case design, SSD and SD	
3	Also try to work on Database design if possible	

NOTES:

Prepared by,

Yosin

Vetted and edited by,

Glorya