

# NEW MINUTES OF MEETING SYSTEM

## NEW INTERFACES

### 1. Ticket Interfaces

Minutes of Meeting Tracking

Welcome, JACKSON 

EXIT

Meeting Filters

ALL (1)

OPEN (1)

UNDER MONITORING (0)

OVERDUE (0)

CLOSED (0)

CANCELLED (0)

CREATE NEW TICKET

Action Filter

Select Action

Ownership:

Select Owner

Search:

OPEN

PG18 - Minutes of Meeting Ticket

Ticket ID: 1

Ticket Title

Old MoM

Ticket Details

Pega Old MoM Data

Open Date

2023-09-22

Target Date

9999-12-31

Status

OPEN

Priority

High

Created By

ADMIN

PIC

• HALIM WOWOR MARULI

• NICO ZHEN

• RICHIE JOHAN PUTERA

Info

ACTION

ENTER

FIRST PAGE

PREVIOUS PAGE

1

NEXT PAGE

LAST PAGE

## 2. Meeting/Action Interfaces

Minutes of Meeting Action

Welcome, JACKSON BACK

ALL (0) OPEN (0) UNDER MONITORING (0) OVERDUE (0) CLOSED (0) CANCELLED (0)

CREATE NEW

PG18 - Minutes of Meeting Ticket

Ticket Title

New Audit 2023 November

Ticket Details

The audit will lasted a week

Open Date

2023-10-16

Target Date

2023-11-01

Status

OPEN

Priority

High

Created By

JACKSON

PIC

• FRANCOIS LUDGERUS PRABU

OPEN

Show 10 entries

Search:

NO	SUBJECT	MODEL	DETAILS	CATEGORY	PRIORITY	STATUS	OPEN	TARGET	ISSUER
No data available in table									

Showing 0 to 0 of 0 entries

PREVIOUS NEXT

# NEW FEATURES

## 1. Action Filter

Minutes of Meeting Tracking

Welcome, JACKSON EXIT

Meeting Filters

ALL (2) OPEN (2) UNDER MONITORING (0) OVERDUE (0) CLOSED (0) CANCELLED (0)

CREATE NEW TICKET

Action Filter

All (78)

ALL STATUS

Show 10 entries

Search:

NO	SUBJECT	MODEL	DETAILS	CATEGORY	PRIORITY	STATUS	OPEN	TARGET	ISSUER	ACTION
1	a	a	a	Machine	HIGH	UNDER MONITORING	2023-09-22	2023-11-11	JACKSON	
2	Debug New Test Program for F1 Station Line 7	Redsky US SKit & 8Kit	<ul style="list-style-type: none"><li>Greg (RD RING) need to do debug test for the new test program to solve NG Error Code 116 on F1 Station.</li><li>Still waiting confirmation testing time. Estimated between 9/19 - 9/22 8PM Batam Time.</li><li>Need TE to standby to help Greg to do the debug test</li></ul>	Yield	HIGH	OPEN	2023-09-14	2023-09-23	RAYSON	

## 2. My Meeting (meeting that we created)

Minutes of Meeting Tracking

Welcome, JACKSON EXIT

Meeting Filters

ALL (2) OPEN (2) UNDER MONITORING (0) OVERDUE (0) CLOSED (0) CANCELLED (0)

Action Filter  
Select Action

Ownership:  
Select Owner

Your Meeting

CREATE NEW TICKET

Search:

MY MEETING

PG18 - Minutes of Meeting Ticket

Ticket ID: 9091

Ticket Title

New Audit 2023 November

Ticket Details

The audit will lasted a week

Open Date

2023-10-16

Target Date

2023-11-01

Status

OPEN

Priority

High

Created By

JACKSON

PIC

• FRANCOIS LUDGERUS PRABU

Info

ACTION

ENTER

FIRST PAGE

PREVIOUS PAGE

1

NEXT PAGE

LAST PAGE

localhost/mom\_tracking-local/mom\_ticket.php#

# HOW TO CREATE MOM AND THE ACTIONS

## 1. New Interfaces (Added Ticket)

Minutes of Meeting Tracking

Welcome, JACKSON EXIT

Meeting Filters

ALL (1) OPEN (1) UNDER MONITORING (0) OVERDUE (0) CLOSED (0) CANCELLED (0)

Action Filter  
Select Action

Ownership:  
Select Owner

CREATE NEW TICKET

Search:

OPEN

PG18 - Minutes of Meeting Ticket

Ticket ID: 1

Ticket Title

Old MoM

Ticket Details

Pega Old MoM Data

Open Date

2023-09-22

Target Date

9999-12-31

Status

OPEN

Priority

High

Created By

ADMIN

PIC

• HALIM WOWOR MARULI  
• NICO ZHEN  
• RICHIE JOHAN PUTERA

Info

ACTION

ENTER

FIRST PAGE

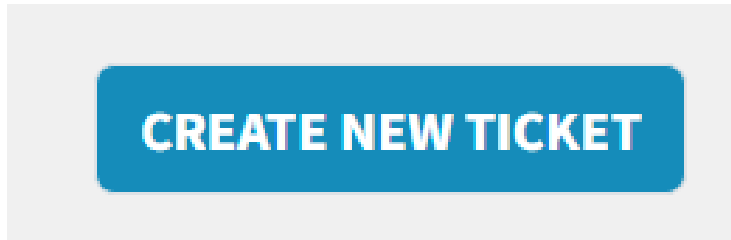
PREVIOUS PAGE

1

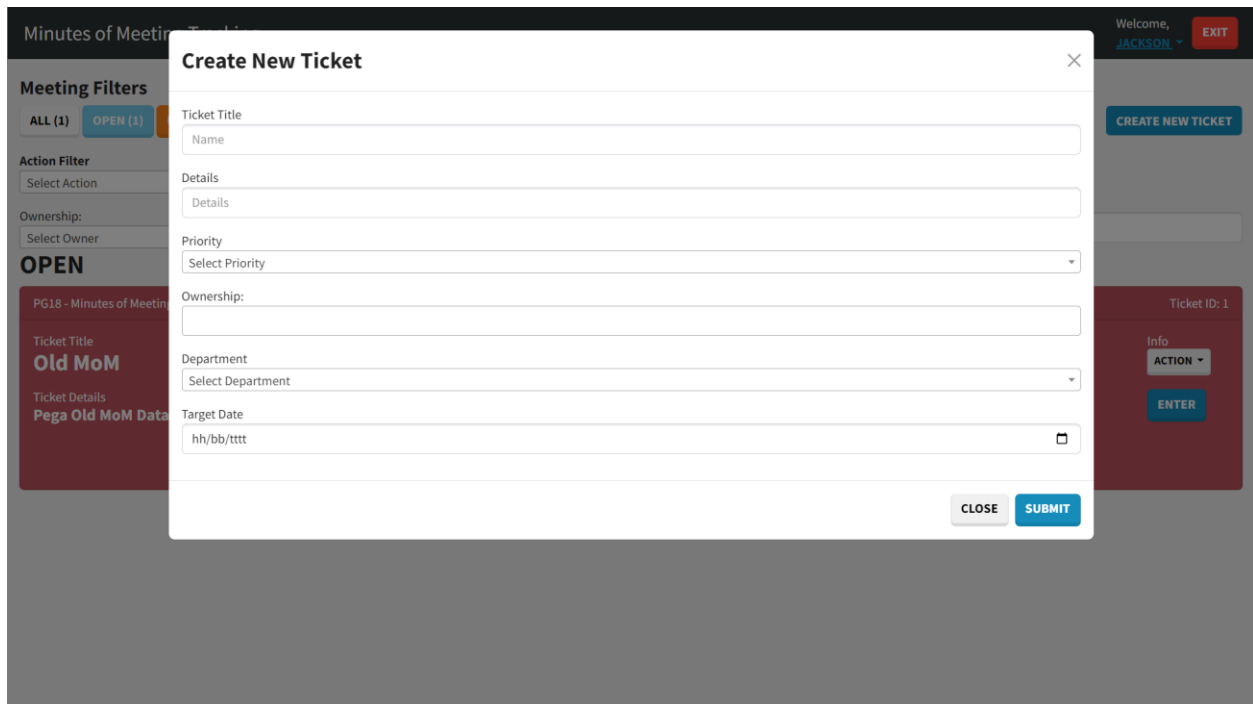
NEXT PAGE

LAST PAGE

2. Create New Ticket (Click 'CREATE NEW TICKET' Button)



3. Fill the field to create new ticket.



The screenshot displays a web application interface. In the background, there's a dashboard with a header 'Minutes of Meeting', a sidebar with 'Meeting Filters' (including 'ALL (1)' and 'OPEN (1)' buttons), and a list of tickets. One ticket is visible with the title 'Old MoM' and details 'Pega Old MoM Data'. A 'CREATE NEW TICKET' button is also visible in the background. In the foreground, a modal form titled 'Create New Ticket' is open. The form contains the following fields:

- Ticket Title:** A text input field with a placeholder 'Name'.
- Details:** A text input field with a placeholder 'Details'.
- Priority:** A dropdown menu with the option 'Select Priority'.
- Ownership:** A text input field.
- Department:** A dropdown menu with the option 'Select Department'.
- Target Date:** A text input field with a placeholder 'hh/bb/yyyy' and a calendar icon.

At the bottom right of the modal form, there are two buttons: 'CLOSE' and 'SUBMIT'.

4. If already finish, then click the 'SUBMIT' button

The screenshot shows a 'Create New Ticket' modal form. The form fields are as follows:

- Ticket Title:** New Audit 2023 November
- Details:** The audit will lasted a week
- Priority:** High
- Ownership:** FRANCOIS LUDGERUS PRABU
- Department:** PG18
- Target Date:** 01/11/2023

Buttons at the bottom of the modal: CLOSE, SUBMIT.

Background interface elements:

- Header: Minutes of Meeting Tracking, Welcome, JACKSON, EXIT
- Meeting Filters: ALL (1), OPEN (1)
- Action Filter: Select Action
- Ownership: Select Owner
- OPEN
- PG18 - Minutes of Meeting Ticket
- Ticket Title: Old MoM
- Ticket Details: Pega Old MoM Data
- CREATE NEW TICKET
- Ticket ID: 1
- Info: ACTION, ENTER

5. After that, the meeting that you created will appear.

The screenshot shows the 'Minutes of Meeting Tracking' application interface. The 'Meeting Filters' section shows: ALL (2), OPEN (2), UNDER MONITORING (0), OVERDUE (0), CLOSED (0), CANCELLED (0). The 'Action Filter' is set to 'Select Action'. The 'Ownership' is set to 'Select Owner'. The 'OPEN' filter is selected.

The table displays the following tickets:

PG18 - Minutes of Meeting Ticket				Ticket ID: 9091
<b>Ticket Title</b> New Audit 2023 November	<b>Open Date</b> 2023-10-16	<b>Status</b> OPEN	<b>Created By</b> JACKSON	<b>Info</b> ACTION
<b>Ticket Details</b> The audit will lasted a week	<b>Target Date</b> 2023-11-01	<b>Priority</b> High	<b>PIC</b> • FRANCOIS LUDGERUS PRABU	<b>ENTER</b>

PG18 - Minutes of Meeting Ticket				Ticket ID: 1
<b>Ticket Title</b> Old MoM	<b>Open Date</b> 2023-09-22	<b>Status</b> OPEN	<b>Created By</b> ADMIN	<b>Info</b> ACTION
<b>Ticket Details</b> Pega Old MoM Data	<b>Target Date</b> 9999-12-31	<b>Priority</b> High	<b>PIC</b> • HALIM WOWOR MARULI • NICO ZHEN • RICHIE JOHAN PUTERA	<b>ENTER</b>

Page navigation: FIRST PAGE, PREVIOUS PAGE, 1, NEXT PAGE, LAST PAGE.

- To create a meeting/action, we need to click the 'ENTER' Button on the meeting that we already created

PG18 - Minutes of Meeting Ticket

Ticket ID: 9091

<b>Ticket Title</b> <b>New Audit 2023 November</b>	<b>Open Date</b> <b>2023-10-16</b>	<b>Status</b> <b>OPEN</b>	<b>Created By</b> <b>JACKSON</b>	<b>Info</b> <b>ACTION</b>
<b>Ticket Details</b> <b>The audit will lasted a week</b>	<b>Target Date</b> <b>2023-11-01</b>	<b>Priority</b> <b>High</b>	<b>PIC</b> • <b>FRANCOIS LUDGERUS PRABU</b>	<b>ENTER</b>

- This is the Meeting/Action interface

Minutes of Meeting Action

Welcome, JACKSON **BACK**

**ALL (0)** **OPEN (0)** **UNDER MONITORING (0)** **OVERDUE (0)** **CLOSED (0)** **CANCELLED (0)** **CREATE NEW**

PG18 - Minutes of Meeting Ticket

**Ticket Title**  
**New Audit 2023 November**

**Ticket Details**  
**The audit will lasted a week**

**Open Date**  
**2023-10-16**

**Target Date**  
**2023-11-01**

**Status**  
**OPEN**

**Priority**  
**High**

**Created By**  
**JACKSON**

**PIC**  
• **FRANCOIS LUDGERUS PRABU**

**OPEN**

Show **10** entries

Search:

NO	SUBJECT	MODEL	DETAILS	CATEGORY	PRIORITY	STATUS	OPEN	TARGET	ISSUER
No data available in table									

Showing 0 to 0 of 0 entries

**PREVIOUS** **NEXT**

8. Same as before, we need to create meeting/action (click the 'CREATE NEW' button) and fill the fields. Then Click 'SUBMIT'

Minutes of Meeting Action

Welcome, JACKSON [BACK](#)

[CREATE NEW](#)

**Create New** ✕

Subject  
Prepare for audit meeting

Model  
redsky -example-

Details

H1 H2 H3 14px **B** *I*

- Prepare audit document
- Meeting at VCR on 20 Oct 2023 13:00

ul > li 12 words

Account/Customer  
N/A (select this if there is no account)

Category  
Quality Issue

Close

Minutes of Meeting Action

Welcome, JACKSON [BACK](#)

[ALL \(1\)](#) [OPEN \(1\)](#) [UNDER MONITORING \(0\)](#) [OVERDUE \(0\)](#) [CLOSED \(0\)](#) [CANCELLED \(0\)](#) [CREATE NEW](#)

PG18 - Minutes of Meeting Ticket

Ticket Title	Open Date	Status	Created By
<b>New Audit 2023 November</b>	<b>2023-10-16</b>	<b>OPEN</b>	<b>JACKSON</b>
Ticket Details	Target Date	Priority	PIC
<b>The audit will lasted a week</b>	<b>2023-11-01</b>	<b>High</b>	<b>FRANCOIS LUDGERUS PRABU</b>

**OPEN**

Show  entries

Search:

NO	SUBJECT	MODEL	DETAILS	CATEGORY	PRIORITY	STATUS	OPEN	TARGET	ISSUER	
1	Prepare for audit meeting	redsky - example-	<ul style="list-style-type: none"><li>• Prepare audit document</li><li>• Meeting at VCR on 20 Oct 2023 13:00</li></ul>	Quality Issue	<b>HIGH</b>	<b>OPEN</b>	2023-10-16	2023-10-20	JACKSON	<a href="#">ACTION</a>

Showing 1 to 1 of 1 entries

[PREVIOUS](#) [1](#) [NEXT](#)

