

The logo features the word "EXPLORE" in a large, bold, sans-serif font. The letter "O" is replaced by a circular icon containing a hand holding a pen, with a diagonal line passing through the circle. Below "EXPLORE", the word "TOGETHER" is written in a smaller, spaced-out, bold, sans-serif font.

# EXPLORE TOGETHER

## MEETING AGENDA 1

### Tim:

Afif Baharuddin	(16410100097)
Fadilah Alfian Wachid	(16410100109)
Ilham Fatkur Rocman	(16410100133)
Dini Adiarnita	(16410100155)
Aprilia Nurul Fatihah	(16410100164)
Tri Puspa Rinjeni	(17410100194)

**BALAI RISET DAN STANDARDISASI INDUSTRI SURABAYA  
JL. JAGIR WONOKROMO 360  
SURABAYA  
2019**

**DATE:** MEI 7, 2019  
**TIME:** 12:00 PM TO 1:30 PM  
**LOCATION:** INSTITUT BISNIS DAN INFORMATIKA STIKOM SURABAYA  
**CHAIR:** TRI PUSPA RINJENI

Rancang Bangun Sistem Informasi Sertifikasi Dan Standardisasi Mutu Di Balai Riset Dan Standardisasi Industri Surabaya	Version: 2.0
Meeting agenda 1Project Meeting Agenda Template	Date: 7-Mei-2019
Meeting agenda 1 V2.0.docx	

## Revision History

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Author</b>
07 - Mei - 2019	1.0	Draft awal Meeting Agenda 1	Fadilah Alfian
19 – Mei -2019	2.0	Revisi Meeting Agenda 1	Fadilah Alfian

Rancang Bangun Sistem Informasi Sertifikasi Dan Standardisasi Mutu Di Balai Riset Dan Standardisasi Industri Surabaya	Version: 2.0
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## MEETING OBJECTIVES

Rapat ini bertujuan untuk pembagian tugas dan tanggung jawab dari masing-masing anggota team, dan menganalisa permasalahan yang ada

## ACTION ITEM REVIEW Tri Puspa Rinjeni 15 minutes

Tri puspa rinjeni

1. Summary Budget

Dini adiarnita

1. Project Deliverable
2. Project Approval Requirements
3. Project Manager
4. Stakeholders register

Afif baharuddin

1. Plan risk management
2. Identify risk

Ilham fatkur Rahman

1. Risk

Aprilia nurul fatihah

1. Summary Milestone Schedule

Fadilah alfan wachid

1. Requirements
2. Meeting agenda
3. Meeting minutes

## SCHEDULE REVIEW Tri Puspa Rinjeni 10 minutes

### *Work Completed*

- Pembuatan dokumen integration (project carter)

### *Planned Work for the Next Two Weeks*

- Pembuatan dokumen project management plan

## RISK MANAGEMENT Tri Puspa Rinjeni 10 minutes

- Penentuan waktu penyelesain proyek
- Penataan dokumen

## NEW ACTION ITEMS Tri Puspa Rinjeni 5 minutes

Pembuatan dokumen project management plan sesuai dengan kebutuhan dan permasalahan yang dihadapi perusahaan – (Project Manager) – 11 Mei 2019