



EXPLORE TOGETHER

MEETING AGENDA 8

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: JUNI 29, 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: 1.0
Meeting agenda 8	Date: 29-juni-2019
Meeting agenda 8 V1.0.docx	

Revision History

Date	Version	Description	Author
29 – juni - 2019	1.0	Draft awal minute agenda 8	Fadilah alfan

Rancang Bangun Sistem Informasi Sertifikasi Dan Standardisasi Mutu Di Balai Riset Dan Standardisasi Industri Surabaya	Version: 1.0
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MEETING OBJECTIVES

Dalam rapat kali ini membahas tentang project management monitoring and controlling

ACTION ITEM REVIEW

Tri Puspa Rinjeni

15 minutes

Afif baharuddin

1. Change management plan

Tri puspa rinjeni

1. Change request (scope)

Dini adiarnita

1. Work performance information (scope)

Ilham fatkur rahman

1. Change request (time or schedule)
2. Work performance information (time or schedule)

Aprilia nurul fatihah

1. Acceptance deliverable

SCHEDULE REVIEW

Tri Puspa Rinjeni

45 minutes

- Memberikan arahan tentang monitoring and controlling

RISK MANAGEMENT

Tri Puspa Rinjeni

10 minutes

Bisa adanya kesalahan dalam monitoring and controlling

NEW ACTION ITEMS

Tri Puspa Rinjeni

5 minutes

Pembuatan dokumen *project monitoring and controlling management* sesuai dengan kebutuhan dan permasalahan yang dihadapi perusahaan.