

# EXPLORE TOGETHER

## MEETING AGENDA 2

### 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 17, 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 2Project Meeting Agenda Template	Date: 19-Mei-2019
Meeting agenda 2 V1.0.docx	

## Revision History

Date	Version	Description	Author
19 - Mei - 2019	1.0	Draft awal Meeting agenda 2	Fadilah Alfian

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## MEETING OBJECTIVES

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Dalam rapat kali ini membahas tentang project management plan

## ACTION ITEM REVIEW

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**Tri Puspa Rinjeni**

**15 minutes**

Tri puspa rinjeni

1. Scope management plan
2. Collect requirments
3. Define scope
4. Create WBS
5. Cost management plan
6. Estimate costs

Dini adiarnita

1. Develop project management plan

Afif baharuddin

1. Plan risk management
2. Identify risk

Ilham Fatkur Rocman

1. Schedule management plan
2. Define activities
3. Estimate activity resources
4. Estimate activity durations
5. Develop schedule

Aprilia nurul fatihah

1. Develop human resources plan
2. Plan procurements

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Fadilah alfan wachid

1. Plan quality
2. Plan communication
3. Meeting agenda
4. Meeting minutes

## **SCHEDULE REVIEW**

**Tri Puspa Rinjeni**

**10 minutes**

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- Memberikan informasi jadwal proyek

## **RISK MANAGEMENT**

**Tri Puspa Rinjeni**

**10 minutes**

- 
- Informasi seputar waktu pengerjaan kurang tersusun rapi, menyebabkan proyek tidak tepat waktu

## **NEW ACTION ITEMS**

**Tri Puspa Rinjeni**

**5 minutes**

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Pembuatan dokumen *project management plan* sesuai dengan kebutuhan dan permasalahan yang dihadapi perusahaan.