



MEETING MINUTES 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 minutes 8	Date: 29-juni-2019
Meeting minutes 8 V1.0.docx	

Revision History

Date	Version	Description	Author
29 – Juni - 2019	1.0	Draft Awal Minute Minutes 8	Fadilah Alfian

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

Afif baharuddin

1. Change management plan -selesai-

Tri puspa rinjeni

1. Change request (scope) -selesai-

Dini adiarnita

1. Work performance information (scope) -selesai-

Ilham fatkur rahman

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

Aprilia nurul fatihah

1. Acceptance deliverable -selesai-

SCHEDULE REVIEW

- Memberikan arahan tentang monitoring and controlling

RISK MANAGEMENT

Bisa adanya kesalahan dalam monitoring and controlling

NEW ACTION ITEMS

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