EXPLORE TOGETHER

MEETING AGENDA 4

Tim:

Afif Baharuddin	**(16410100097)**
Fadilah Alfan 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 15, 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 4	Date: 15-juni-2019
Meeting agenda 4 V1.0.docx	

Revision History

Date	Version	Description	Author
15 - Juni - 2019	1.0	Draft awal minute agenda 4	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 controling

ACTION ITEM REVIEW	Tri Puspa Rinjeni	15 minutes

Tri puspa rinjeni
1. Change Requests (scope)
2. Activity Cost Estimates Template

Dini adiarnita
- Control scope
1. Work Performance Measurement

Afif baharuddin
1. Change Management Plan Template

Ilham fatkur Rahman
- Control schedule
1. Change request
2. Work Performance Measurement

Aprilia nurul fatihah
1. Acceptance Deliverable

Fadilah alfan wachid
1. Meeting agenda
2. Meeting minutes

SCHEDULE REVIEW	Tri Puspa Rinjeni	45 minutes

- Memberikan arahan tentang monitoring and controling dalam proyek

RISK MANAGEMENT	Tri Puspa Rinjeni	10 minutes

Bisa adanya yang terupa dalam monitoring and controling proyek

NEW ACTION ITEMS	Tri Puspa Rinjeni	5 minutes

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