



MEETING AGENDA 6

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 21, 2019**
TIME: **12:00 PM TO 1:30 PM**
LOCATION: **INSTITUT BISNIS DAN INFORMATIKA STIKOM SURABAYA**
CHAIR: **TRI PUSPA RINJENI**

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|---|-------------------|
| Rancang Bangun Sistem Informasi Sertifikasi Dan Standardisasi Mutu Di Balai Riset Dan Standardisasi Industri Surabaya | Version: 1.0 |
| Meeting agenda 6 | Date: 21-mei-2019 |
| Meeting agenda 6 V1.0.docx | |

Revision History

| Date | Version | Description | Author |
|-----------------|----------------|----------------------------|----------------|
| 21 – mei - 2019 | 1.0 | Draft awal minute agenda 6 | Fadilah Alfian |

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MEETING OBJECTIVES

Dalam rapat kali ini membahas tentang project management plan risk

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| ACTION ITEM REVIEW | Tri Puspa Rinjeni | 15 minutes |
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Afif baharuddin

1. Risk management plan
2. Risk register

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| SCHEDULE REVIEW | Tri Puspa Rinjeni | 45 minutes |
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- Memberikan arahan tentang risk management

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| RISK MANAGEMENT | Tri Puspa Rinjeni | 10 minutes |
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Memperkirakan adanya resiko yang akan dihadapi

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| NEW ACTION ITEMS | Tri Puspa Rinjeni | 5 minutes |
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Pembuatan dokumen *project risk management* sesuai dengan kebutuhan dan permasalahan yang dihadapi perusahaan.