



MEETING MINUTES 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, 2010
TIME : 12:00 PM TO 1:00 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 2Project Meeting Minutes Template	Date: 19-Mei-2019
Meeting minutes 2 V1.0.docx	

Revision History

Date	Version	Description	Author
19 - Mei - 2019	1.0	Draft Awal Meeting Minutes 2	Fadilah Alfian

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MEETING OBJECTIVES

Dalam rapat kali ini membahas tentang project management plan

ACTION ITEM REVIEW

Tri puspa rinjeni

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

Dini adiarnita

1. Develop project management plan - selesai

Afif baharuddin

1. Plan risk management - selesai
2. Identify risk - selesai

Ilham Fatkur rocman

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

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Aprilia nurul fatihah

1. Develop human resources plan - selesai
2. Plan procurements - selesai

Fadilah alfan wachid

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

SCHEDULE REVIEW

- Memberikan informasi jadwal proyek

RISK MANAGEMENT

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

NEW ACTION ITEMS

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