

**Meeting Minutes 3**

**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 : mei 25, 2019**

**Time : 12:00 PM to 1:00 PM**

**Chair : tri puspa rinjeni**

Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Description** | **Author** |
| 25 - Mei - 2019 | 1.0 | Draft Awal Meeting Minutes 3 | Fadilah alfan |

**Meeting Objectives**

Dalam rapat kali ini membahas tentang project management plan

**Action Item Review**

**Tri Puspa Rinjeni**

1. Software Requirement Specification – Selesai –

**Dini Adiarnita**

1. Deliverables – Selesai –
2. Work Performance Information – Selesai –

**Afif Baharuddin**

1. Software Architecture Document – Selesai –

**Ilham Fatkur Rocman**

1. Change Requests – Selesai –

**Aprilia Nurul Fatihah**

1. Status Report – Selesai –

**Fadilah Alfan Wachid**

1. Lessons Learned – Selesai –
2. Stakeholder Management Strategy – Selesai –

**Schedule Review**

* Memberikan informasi jadwal proyek

**Risk Management**

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

**New Action Items**

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