

**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**

Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Description** | **Author** |
| 15 - Juni - 2019 | 1.0 | Draft awal minute agenda 4 | Fadilah Alfan |

**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.