

**Meeting Agenda 7**

**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 29, 2019**

**Time : 12:00 PM to 1:30 PM**

**Location :** **institut bisnis dan informatika stikom surabaya**

**Chair :** **tri puspa rinjeni**

Revision History

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| --- | --- | --- | --- |
| **Date** | **Version** | **Description** | **Author** |
| 29 – mei - 2019 | 1.0 | Draft awal minute agenda 7 | Fadilah Alfan |

**Meeting Objectives**

Dalam rapat kali ini membahas tentang project management procurement dan execution

**Action Item Review Tri Puspa Rinjeni 15 minutes**

Aprilia nurul fatihah

1. Procurement management
2. Status report

Ilham fatkur rohman

1. Change request

Dini adiarnita

1. Deliverables
2. Work performance information

Fadilah alfan wachid

1. Lesson learned
2. Stakeholder management strategy

**Schedule Review Tri Puspa Rinjeni 45 minutes**

* Memberikan arahan tentang execution management

**Risk Management Tri Puspa Rinjeni 10 minutes**

Bisa adanya kesalahan dalam executionnya

**New Action Items Tri Puspa Rinjeni 5 minutes**

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