

**Meeting Agenda 8**

**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 29, 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** |
| 29 – juni - 2019 | 1.0 | Draft awal minute agenda 8 | Fadilah alfan |

**Meeting Objectives**

Dalam rapat kali ini membahas tentang project management monitoring and controling

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

Afif baharuddin

1. Change management plan

Tri puspa rinjeni

1. Change request (scope)

Dini adiarnita

1. Work performance information (scope)

Ilham fatkur rahman

1. Change request (time or schedule)
2. Work performance information (time or schedule)

Aprilia nurul fatihah

1. Acceptance deliverable

**Schedule Review Tri Puspa Rinjeni 45 minutes**

* Memberikan arahan tentang monitoring and controling

**Risk Management Tri Puspa Rinjeni 10 minutes**

Bisa adanya kesalahan dalam monitoring and controlling

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

Pembuatan dokumen *project monitoring and controlling management* sesuai dengan kebutuhan dan permasalahan yang dihadapi perusahaan.