

**Meeting Minutes 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 Minutes 7 | Fadilah Alfan |

**Meeting Objectives**

Dalam rapat kali ini membahas tentang project management procurement dan execution

**Action Item Review**

Aprilia nurul fatihah

1. Procurement management -selesai-
2. Status report -selesai-

Ilham fatkur rohman

1. Change request -selesai-

Dini adiarnita

1. Deliverables -selesai-
2. Work performance information -selesai-

Fadilah alfan wachid

1. Lesson learned -selesai-
2. Stakeholder management strategy -selesai-

**Schedule Review**

* Memberikan arahan tentang execution management

**Risk Management**

Bisa adanya kesalahan dalam executionnya

**New Action Items**

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