

**Meeting Minutes 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

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| --- | --- | --- | --- |
| **Date** | **Version** | **Description** | **Author** |
| 29 – Juni - 2019 | 1.0 | Draft Awal Minute Minutes 8 | Fadilah Alfan |

**Meeting Objectives**

Dalam rapat kali ini membahas tentang project management monitoring and controling

**Action Item Review**

Afif baharuddin

1. Change management plan -selesai-

Tri puspa rinjeni

1. Change request (scope) -selesai-

Dini adiarnita

1. Work performance information (scope) -selesai-

Ilham fatkur rahman

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

Aprilia nurul fatihah

1. Acceptance deliverable -selesai-

**Schedule Review**

* Memberikan arahan tentang monitoring and controling

**Risk Management**

Bisa adanya kesalahan dalam monitoring and controlling

**New Action Items**

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