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| **Meeting No** | 01 - 2018 | | | **Document stored**: | PP Sharepoint | |
| **Subject:** | Report & Database Standardisation | | | | | |
| **Date/Time:** | 11 Jan 2018 | | 09:00 | **Place:** | Graha 9 – Room B | |
| **File No.:** |  | | | **From**: | Rury Amsar | |
|  | | | | | | |
| ***Participants*** | | | | | ***Attendees*** | ***Distribution*** |
| Leon Kakisina (LKK) | | HEAD PROJECT IMPLEMENTATION | | |  | X |
| Rury Amsar (RAM) | | PROJECT PLANNER | | | X | X |
| Braputra Aditya (BRP) | | PMO | | | X | X |
| Darumas Agung (DRA) | | SPM | | | X | X |
| Lucky Trisno (LKT) | | PC PTT | | | X | X |
| Hotma Halomoan (HHL) | | PC Submarine | | | X | X |
| Rizqa Miftahul (RSM) | | PC CME | | | X | X |
| Ricky Alfiansyah (RCA) | | SITAC | | | X | X |

Agenda:

1. Agreement to the previous set of minutes
2. Matter arising
3. Any other business
4. Date, time and place of next meeting

Next meeting: 12-Jan-2018 , Time & Venue to be Inform

| **ONGOING ACTION ITEMS** | | | | | |
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| **No** | **Issue** | **Init** | **Resp.** | **Target Date** | **Status** |
| 18/01/11-01 | Explanation regarding plan to standardising National Progress Report for PTT Project | RAM | INFO | INFO | 11 Jan 2018  RAM berdiskusi dan menjelaskan kepada team yang hadir tentang rencana yang akan dikerjakan dan ide bagaimana menstandardkan report .  RAM menjelaskan bahwa hasil dari rancangan Standard National Report akan di ajukan ke LKK untuk mendapatkan persetujuan sebelum distribusi internal dilakukan. |
| 13/07/29-01 | Detail Tracking PTT | RAM | DRA  LKT | 12-Jan-2018 | 11 Jan 2018  DRA dan LKT akan menyusun detail tracking dari hasil pembahasan untuk :   * Inland * Submarine * Microwave * DWDM * NOC * BMH   Susunan header dari detail tracking ada dalam template report 180111 – Daily Report Progres.xls dalam tab PTT Milestone. |
| 13/07/29-02 | PIC Reporting | RAM | BRP  DRA | 12-Jan-2018 | 11 Jan 2018  PIC untuk reporting dari masing-masing project adalah sebagai berikut :  Inland : Dwi Supiyah  Submarine : Hotma Halomoan  Microwave : Imam Kusnadi  DWDM : Imam Kusnadi  NOC : Rizqa Miftahul  BMH : Rizqa Miftahul  CME : Ricky Alfiansyah  Distribusi Daily Progress Report yang baru di rencanakan akan berjalan Hari Senin tanggal 15-Jan-2018 setelah format & template mendapatkan persetujuan LKK |
| 13/07/29-03 | Milestone Table Definition | RAM | BRP  DRA  LKT  HHL  RSM  RCA | 15-Jan-2018 | 11 Jan 2018  RAM akan memberikan template Table Milestone Definition untuk dilengkapi DRA dan LKT.  Table Milestone Definition akan di ajukan ke LKK untuk Approval. |

Ongoing Action Items (longer period)

| **ONGOING ACTION ITEMS (longer period)** | | | | | |
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| **No** | **Issue** | **Init** | **Resp.** | **Target Date** | **Status** |

| **CLOSED ACTION ITEMS** | | | | | |
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| **No** | **Issue** | **Init** | **Resp.** | **Target Date** | **Status** |
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