



MINUTES OF MEETING

Quality Improvement

v

Day Thursday

Date 3/11/2022

Hour 09.00 - 12.00

Environmental Issue

Safety & Security

Topic Discussed

Meeting Internal IT November 2022

Chairman: Eko Huri

Conclusions and Feed-back derived

No	Issue Raised	Conclusions	Targeted Date	PIC To Follow Up
1	Maintenance PC	HO Balikpapan & APS (on process)	continue	Eko, Suyanto
2	Evaluasi GS Individu	Update evidence GS ke IT Archieve	continue	All IT
3	Peremajaan Baterai UPS Server	terus dilakukan dan dilengkapi BA atau IT WO	continue	Eko, Suyanto
4	IT Work Order	- follow up semua pekerjaan IT WO	continue	All IT
5	Application Development	Sosialisasi: - Premi - Arka Document Manager (Transmittal Form)	continue	Eko
		IT WO: - penambahan kolom issue di list Work Order	04.11.2022	Frizky
		- implementasi timer trigger, lihat dokumentasi Mas Hendik	continue	Frizky
		- Penambahan fitur Fund Request yang terhubung dengan aplikasi Payment Request Accounting (menunggu aplikasi payment request selesai dibuat Pak Rachman)	continue	Frizky
		ARKA Library: - pembuatan aplikasi ARKA Library berdasarkan IT Library. [UPDATE] CRUD tinggal delete, Dashboard belum, quick search belum.	15.11.2022	Frizky
		ARKA HCSIS: - Technical meeting tahap 2 dengan HCS - takeover pekerjaan Mas Hendik selama cuti	09.11.2022	Eko, Hendik, Frizky
		Daily Monitoring Break Down (DMBD): - proses dilanjutkan setelah aplikasi payment request	continue	Pak Rachman
6	Update kegiatan baru terkait pemetaan menggunakan Drone	Membuat: - SOP - IK - Evaluasi perundangan - IBPR & JSA	30.11.2022 Continue	Eko
7	New hire request	- IT Officer (support troubleshoot)	continue	Eko & Pak Rachman
8	Pembelian Stabilizer Matsuyama	- follow up vendor ke Mas Embang	04.11.2022	Erick
9	Pembelian ID Card	- buat GOL	04.11.2022	Frizky
10	Ruang kerja IT	- follow up ke team D&C, meja sudah dipesan dan akan membongkar ruang arsip (info Pak Mansyur)	continue	Eko
11	Anggaran Troubleshoot	- follow up pemenuhan RAB	continue	Eko

Note of Management

Next Meeting on : December 2022

Report By :

Frizky Ramadhan

Chairman :

Eko Huri Cahyono

Approved By :

Rachman Yulikiswanto

