

Quality Improvement

Environmental Issue

Safety & Security

v

Day **Wednesday**

Date **12/10/2022**

Hour **09.00 - 12.00**

Topic Discussed

Meeting Internal IT Oktober 2022

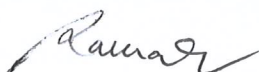
Chairman: **Hendik Saputra**
Conclusions and Feed-back derived

No	Issue Raised	Conclusions	Targeted Date	PIC To Follow Up
1	Maintenance PC	HO Balikpapan & APS (on process)	continue	Eko, Suyanto, Erick
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	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: - Follow up semua pekerjaan IT WO	continue	All IT
		- Penambahan fitur Fund Request yang terhubung dengan aplikasi Payment Request Accounting (menunggu aplikasi payment request selesai dibuat Pak Rachman)	continue	Frizky
		IT Library: - penambahan kolom Category dan Subcategory - penambahan kolom Type Collection (General, Credential, dsb) - penambahan modul untuk Accounting	31.10.2022	Frizky
		ARKA HCSIS: - rilis aplikasi ke HCS untuk technical meeting tahap 1	14.10.2022	Hendik
		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	31.10.2022	Eko
7	Troubleshoot PC	Membuat RAB troubleshoot	20.10.2022	Suyanto
8	New hire request	- IT Officer (support troubleshoot) - IT Administrator (support administrasi) - Front End Developer	continue	Eko & Pak Rachmar

Note of Management

Next Meeting on : November 2022

Report By :



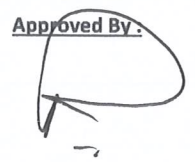
Frizky Ramadhan

Chairman :



Hendik Saputra

Approved By :



Rachman Yulikiswanto

ATTENDANCE LIST

Topic : Meeting Internal IT

Date : 12-10-2022

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