# Meeting Summary

Okay, here's a breakdown of the meeting summary based on the provided transcript excerpts, formatted as requested.  
  
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1. \*\*Topic / Feature Discussed:\*\* Monitoring Foreign Vessels (00:04-00:27)  
  
2. \*\*Client Requirements:\*\*  
 - Objective is to monitor the \*number\* of foreign naval vessels.  
 - Focus is solely on naval vessels, not rented vessels or those carrying containers.  
 - Personnel are military.  
  
3. \*\*To-Do List / Action Items:\*\*  
 - None explicitly mentioned  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 - Confirmed the discussion pertains solely to sea-based monitoring.  
  
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1. \*\*Topic / Feature Discussed:\*\* User Roles & Requirements Consistency (02:40-03:32)  
  
2. \*\*Client Requirements:\*\*  
 - No additional users are required for this module.  
 - Existing user roles are sufficient.  
  
3. \*\*To-Do List / Action Items:\*\*  
 - None explicitly mentioned  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 - User requirements are consistent with existing functionalities.  
  
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1. \*\*Topic / Feature Discussed:\*\* Definition of "Anak Kapal" (Crew) (03:32-04:52)  
  
2. \*\*Client Requirements:\*\*  
 - Need clarification on what "anak kapal" (crew) refers to.  
 - Is it strictly the sailors on the vessel, or does it encompass all military personnel on board, including those performing tasks like cooking?  
  
3. \*\*To-Do List / Action Items:\*\*  
 - Need clarification on the precise definition of "anak kapal" in the context of the system.  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 - The term "anak kapal" needs a clear definition to avoid data entry and reporting errors.  
 - Assumption: If it's the latter (all military personnel), this could significantly increase the crew count.  
  
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1. \*\*Topic / Feature Discussed:\*\* Frequency of Reports & Must-Have Features (04:59-05:30)  
  
2. \*\*Client Requirements:\*\*  
 - Initial discussion about monthly and yearly frequency reports.  
 - Preference for monthly reports only.  
 - Desire to categorize features into "Must Have," "Should Have," and "Nice to Have."  
  
3. \*\*To-Do List / Action Items:\*\*  
 - Prioritize features and categorize them as "Must Have," "Should Have," or "Nice to Have."  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 - Monthly reporting is favored for simplicity.  
  
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1. \*\*Topic / Feature Discussed:\*\* Advanced Analytics & NCC Reporting (05:30-05:42)  
  
2. \*\*Client Requirements:\*\*  
 - NCC reporting is no longer a requirement.  
  
3. \*\*To-Do List / Action Items:\*\*  
 - Remove NCC reporting functionality.  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 - NCC reporting is considered obsolete.  
  
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1. \*\*Topic / Feature Discussed:\*\* Statistics: Embark vs. Disembark (05:48-08:25)  
  
2. \*\*Client Requirements:\*\*  
 - Need clarification of "embark" versus "disembark" terminology in a maritime context.  
  
3. \*\*To-Do List / Action Items:\*\*  
 - Clarify the meaning of "embark" and "disembark" in the system's context, particularly regarding sea, land and air contexts.  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 - Concern that "embark" and "disembark" might have different meanings in different contexts (sea vs. air/land).  
  
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1. \*\*Topic / Feature Discussed:\*\* User Roles & Data Consistency (08:51-10:05)  
  
2. \*\*Client Requirements:\*\*  
 - Confirm the same users are involved in both loading/embarking and unloading/disembarking processes.  
 - Verify data consistency across different modes of transport (sea, land, air).  
 - Clarify "anak kapal" (crew) is equal to "anak kapal tentera asing" (foreign military crew) is equal to "tentera asing sendiri" (foreign military personnel).  
  
3. \*\*To-Do List / Action Items:\*\*  
 - Ensure data is consistent regardless of transport mode.  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 - Aiming for data consistency across various transportation methods.  
  
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1. \*\*Topic / Feature Discussed:\*\* Consolidating Similar Statistics (10:05-10:45)  
  
2. \*\*Client Requirements:\*\*  
 - Merge similar statistics, specifically those related to departing vessels and departing crew.  
  
3. \*\*To-Do List / Action Items:\*\*  
 - Merge statistic entries 24 and 21 as they represent the same data.  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 - The intention is to streamline data presentation by merging duplicate statistics.  
  
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1. \*\*Topic / Feature Discussed:\*\* Origin and Relevance of Requested Statistics (10:45-11:58)  
  
2. \*\*Client Requirements:\*\*  
 - Determine the original requester for specific statistics.  
 - Assess the current relevance of previously requested statistics (created in 2020/2021).  
  
3. \*\*To-Do List / Action Items:\*\*  
 - Identify the source of the requested statistics to ensure their current validity.  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 - Previous requests may be obsolete due to changes in needs or processes.  
  
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1. \*\*Topic / Feature Discussed:\*\* Streamlining Statistics and Data Collection (11:58-12:37)  
  
2. \*\*Client Requirements:\*\*  
 - Consolidate statistic entries 25 and 23 (similar to points above).  
 - Collect statistics for Sabah and Sarawak territories.  
  
3. \*\*To-Do List / Action Items:\*\*  
 - Ensure data is collected for all relevant regions, including Sabah and Sarawak.  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 - Simplification of data collection and presentation.  
  
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1. \*\*Topic / Feature Discussed:\*\* Statistics User and Frequency (13:40-14:07)  
  
2. \*\*Client Requirements:\*\*  
 - All relevant users must be kept consistent for all relevant statistic reports  
 - Confirm whether data is collected pertaining to military personnel.  
  
3. \*\*To-Do List / Action Items:\*\*  
 - Ensure data is collected for all relevant types of personnel.  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 - If data is not being collected for certain relevant personnel, fix the problem.  
  
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1. \*\*Topic / Feature Discussed:\*\* Child Modules (14:19-14:34)  
  
2. \*\*Client Requirements:\*\*  
 - Verify if module 27 is a sub-module of statistics number 1  
  
3. \*\*To-Do List / Action Items:\*\*  
 - Verify that module 27 is in fact a sub module for statistics number 1.  
  
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1. \*\*Topic / Feature Discussed:\*\* Check anak Kapal (Crew Members (15:39-16:24)  
  
2. \*\*Client Requirements:\*\*  
 -Need to verfiy the ways anak Kapal are arriving. They may also be using plane to arrive at their ship.  
  
3. \*\*To-Do List / Action Items:\*\*  
 -Make sure to check module to ensure Anak Kapal are being properly tracked with correct arrival method.  
  
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1. \*\*Topic / Feature Discussed:\*\* Distinguishing between Anak Kapal and Passengers (17:32-17:59)  
  
2. \*\*Client Requirements:\*\*  
 -Need a system that is able to differentiate between crew and other passengers.  
  
3. \*\*To-Do List / Action Items:\*\*  
 -Verify process and determine how to indicate crew members with current processes.  
  
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1. \*\*Topic / Feature Discussed:\*\* Objective of Report (18:19-19:14)  
  
2. \*\*Client Requirements:\*\*  
 -Need to know the ultimate goal of the reports.  
  
3. \*\*To-Do List / Action Items:\*\*  
 -None.  
  
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1. \*\*Topic / Feature Discussed:\*\* Statistics (22:34-23:00)  
  
2. \*\*Client Requirements:\*\*  
 -Do the data need to be tracked? It currently is not.  
  
3. \*\*To-Do List / Action Items:\*\*  
 -None.  
  
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1. \*\*Topic / Feature Discussed:\*\* The need to track a certain data (25:44-26:00)  
  
2. \*\*Client Requirements:\*\*  
 -Is it possible data may not be recorded immediately?  
  
3. \*\*To-Do List / Action Items:\*\*  
 -None.  
  
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1. \*\*Topic / Feature Discussed:\*\* Possible offline data issues (27:07-27:11)  
  
2. \*\*Client Requirements:\*\*  
 -Determine if offline data is integrated correctly into reports.  
  
3. \*\*To-Do List / Action Items:\*\*  
 -Need to determine offline integration.  
  
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1. \*\*Topic / Feature Discussed:\*\* System Changes (28:15-28:20)  
  
2. \*\*Client Requirements:\*\*  
 -Verify how many people are going through the system.  
  
3. \*\*To-Do List / Action Items:\*\*  
 -Get system numbers.  
  
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1. \*\*Topic / Feature Discussed:\*\* What should report names be? (30:32-31:01)  
  
2. \*\*Client Requirements:\*\*  
 -Want reports to have a clear naming system.  
  
3. \*\*To-Do List / Action Items:\*\*  
 -Report names must be clear.  
  
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1. \*\*Topic / Feature Discussed:\*\* Check the names in the system (31:51-31:55)  
  
2. \*\*Client Requirements:\*\*  
 -Check names in the system to ensure accuracy.  
  
3. \*\*To-Do List / Action Items:\*\*  
 -Update names for accuracy.  
  
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1. \*\*Topic / Feature Discussed:\*\* Check and verify (39:00-39:31)  
  
2. \*\*Client Requirements:\*\*  
 -Verify system and SME are working properly.  
  
3. \*\*To-Do List / Action Items:\*\*  
 -Check system and SME.  
  
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1. \*\*Topic / Feature Discussed:\*\* Number tally (40:35-40:38)  
  
2. \*\*Client Requirements:\*\*  
 -Verify the numbers tally.  
  
3. \*\*To-Do List / Action Items:\*\*  
 -Make sure data tallies up.  
  
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1. \*\*Topic / Feature Discussed:\*\* Real Time Monitoring (45:13-45:20)  
  
2. \*\*Client Requirements:\*\*  
 -Report to be real time.  
  
3. \*\*To-Do List / Action Items:\*\*  
 -Need to design report to be real time.  
  
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1. \*\*Topic / Feature Discussed:\*\* Data (47:07-47:11)  
  
2. \*\*Client Requirements:\*\*  
 -Need to reconfirm data.  
  
3. \*\*To-Do List / Action Items:\*\*  
 -Make sure the data is all reconfirmed and accurate.  
  
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1. \*\*Topic / Feature Discussed:\*\* Setitk/statistic pindah Anak kapal (49:15-49:20)  
  
2. \*\*Client Requirements:\*\*  
 -Data needs to be in the BI system and one report.  
  
3. \*\*To-Do List / Action Items:\*\*  
 -Ensure data ends up in Bi and is located in the right report.  
  
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1. \*\*Topic / Feature Discussed:\*\* Statistics related to numbers (51:10-51:13)  
  
2. \*\*Client Requirements:\*\*  
 -Ensure proper counting is set up  
  
3. \*\*To-Do List / Action Items:\*\*  
 -Need to properly set up how numbers are measured.  
  
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1. \*\*Topic / Feature Discussed:\*\* Shore list (53:30-53:32)  
  
2. \*\*Client Requirements:\*\*  
 -Shore list must work effectively.  
  
3. \*\*To-Do List / Action Items:\*\*  
 -Verify the effectiveness of the shore list.  
  
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1. \*\*Topic / Feature Discussed:\*\* Statistics (60:54-61:03)  
  
2. \*\*Client Requirements:\*\*  
 -They need the statistics.  
  
3. \*\*To-Do List / Action Items:\*\*  
 -Collect the statistics.  
  
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This structure should allow for clear tracking of requirements, action items, and potential points of confusion as the project moves forward.