# Meeting Summary

Okay, here is the summary of the technical meeting, broken down into segments as requested.  
  
\*\*Segment 1: Statistics - Forecasting & "Sebenar" (00:03-05:54)\*\*  
  
1. \*\*Topic / Feature Discussed:\*\*  
 \* Departure statistics, analytics, and the term "sebenar" (actual/real). Forecasting needs.  
  
2. \*\*Client Requirements:\*\*  
 \* Functional Requirement: The system should include departure statistics with frequency and priority.  
 \* Functional Requirement: The system should have advanced/data analytics, focusing on forecasting.  
 \* Functional Requirement: Need to understand "statistik ketibaan pengembara dengan statistik berlepas pengembara. Sebenar ah yang sebenar," (actual statistics of traveler arrivals and departures).  
 \* Functional Requirement: Need APS data but only the "confirmed" data, no booking or cancelled data.  
 \* Functional Requirement: Data APS will be captured after 15 minutes of take-off.  
 \* Non-Functional Requirement: The system must align with existing trend data, especially regarding the count of arrivals/departures.  
 \* Change Request: There is a discussion to remove "sebenar" or KIV (keep in view) because it's unclear and requires memory recall.  
  
3. \*\*To-Do List / Action Items:\*\*  
 \* KIV the term "sebenar" in the statistics until a clearer definition is obtained.  
 \* Determine what "sebenar" refers to in the context of passenger arrival and departure statistics, involving a four-year memory recall (Speaker A and B).  
 \* Investigate possible relation to APS data, compare APS, confirmed entry vs actual entry.  
 \* Speaker D to confirm requirement: Is the "sebenar" intended to deduplicate records of frequent travellers? (unique ID vs per trip)  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 \* Assumption: There's a difference between a "frequent traveller" ID and the number of transactions. Need to clarify how each is counted in arrival/departure statistics.  
 \* Assumption: It is currently unclear if transit passengers are included in arrival data.  
 \* Misunderstanding: Initial confusion on the meaning and purpose of "statistik ketibaan penggembara sebenar".  
 \* Assumption: It is unclear is if speaker D's idea of "sebenar" is what the client wants. "Kami tak boleh kira macam tu"  
 \* Confusion about the actual data source of the APS data. If a passenger is on the plane but not allowed to enter, it's unclear if they are removed from the APS data (e.g., those who missed the flight will not be counted).  
 \* Misunderstanding: "Ketibaan apa sebenar" confusion arises because the term is unclear in its current usage.  
 \* Assumption: Penipuan (fraud) may play a role in defining what the "actual" statistics is, in terms of counting mistakes or operations.  
  
\*\*Segment 2: Refining "Sebenar" and Defining Objectives (07:31-10:17)\*\*  
  
1. \*\*Topic / Feature Discussed:\*\*  
 \* Further discussion and attempts to define "statistik ketibaan penggembara sebenar". Focus shifts to unique IDs vs. movement counts for analytics.  
  
2. \*\*Client Requirements:\*\*  
 \* Functional Requirement: Need to differentiate between counting movements (multiple entries by the same person) and counting unique individuals.  
 \* Functional Requirement: Consider including headcounts for analysis, because multiple entries may not equate to more spending.  
 \* Functional Requirement: Potentially define "pengembara sebenar" (real travellers) based on unique IDs.  
 \* Functional Requirement: If tracking genuine/unique persons, need to forget type usage restrictions.  
  
3. \*\*To-Do List / Action Items:\*\*  
 \* Refine the terminology around "pengembara sebenar" (real travelers) to align with unique ID tracking vs. movement counting.  
 \* Determine if there is an actual need to calculate real/actual visitors.  
 \* Check URLS to confirm if the "actual arrival" is via AIR only.  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 \* Assumption: "Pengembara Sebenar" would mean unit ID as opposed to pergerakan (movement).  
 \* Confusion on if "jenis" can be applied on "udara" (air).  
 \* Uncertainty remains about the actual data source of "sebenar" and is linked to an older APS system.  
 \* Assumption: There is a need to see real number of visitors to help with economy and agencies report  
 \* Speaker A will "call Kak Nanda" to find out what is actually needed.  
  
\*\*Segment 3: "Bakal Tiba" - Future Arrival Statistics (10:17-15:28)\*\*  
  
1. \*\*Topic / Feature Discussed:\*\*  
 \* Defining objectives and KPIs for "statistik pengembara yang bakal tiba" (statistics for travelers expected to arrive).  
  
2. \*\*Client Requirements:\*\*  
 \* Functional Requirement: "Statistik pengembara yang bakal tiba" should use data from APS (Advance Passenger System).  
 \* Functional Requirement: The objective is for projection/forecasting purposes.  
 \* Functional Requirement: Add AKPS (Agensi Kawalan dan Perlindungan Sempadan) to user list.  
 \* Functional Requirement: Based on projected data allocate resources and plan about the number of personal to deploy.  
 \* Functional Requirement: Collect historical data for trending.  
  
3. \*\*To-Do List / Action Items:\*\*  
 \* Add AKPS to the list of user departments.  
 \* Include language about allocating resources based on projected arrival statistics (staff planning).  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 \* No KPI (Key Performance Indicator) exists for traveller that is about to arrive.  
 \* Assumption: The primary users of this feature are "bahagian keselamatan dan passport" (security and passport division) and AKPS.  
 \* The unjuran (projections) are based on AKPS.  
 \* This feature does not relate to what happens "sebelum dan selepas" (before and after).  
  
\*\*Segment 4: Must-Have, Should-Have, and Nice-to-Have (15:28-18:35)\*\*  
  
1. \*\*Topic / Feature Discussed:\*\*  
 \* Prioritizing the requirements for the "pengembara yang bakal tiba" (travelers expected to arrive) feature: Must-Have, Should-Have and Nice-to-Have  
 \* Data sources and frequency of reporting. NICC Display.  
  
2. \*\*Client Requirements:\*\*  
 \* Functional Requirement: "Data pengembara ni yang daripada database" - "Traveler data from database" is a MUST-HAVE.  
 \* Functional Requirement: Polisi (policies) is a SHOULD-HAVE  
 \* Functional Requirement: Kat masa lalu (past time) is a NICE-TO-HAVE.  
 \* Functional Requirement: Frekuensi should be daily, weekly, monthly, yearly.  
 \* Functional Requirement: Daily and weekly should be recorded but not included in KPI.  
 \* Functional Requirement: Identify NICC report that can be removed.  
  
3. \*\*To-Do List / Action Items:\*\*  
 \* List must-have, should-have, and nice-to-have requirements for the feature.  
 \* Determine and document the frequency of data reporting (daily, weekly, monthly).  
 \* Determine what reporting to include in NICC dashboard. Hafiq can assist with NICC needs.  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 \* KPI's are not suitable for daily because there will be "banyak sangat data point" (too many data points)  
 \* Template templating cannot be every day.  
 \* Dashboard will be displayed on NICC.  
  
\*\*Segment 5: International Arrival Details (18:35 - 20:37)\*\*  
  
1. \*\*Topic / Feature Discussed:\*\*  
 \* Discussing details of international arrival statistics, purpose, KPI and more.  
  
2. \*\*Client Requirements:\*\*  
 \* AKPS need to be on "air semua" on all ports of entry, (PPS Air).  
 \* Need to know why staff is deployed. So to allocate resources or add staff based on number of travellers.  
 \* Statistics need to provide which country had the highest number of travellers. From the data to take next step.  
  
3. \*\*To-Do List / Action Items:\*\*  
 \* Add "PPS Air" to "User Department".  
 \* Need to clarify and add why we allocate resource. Allocation to what purpose based on number of passengers. Allocate personal/more staff based on number of travellers.  
 \* Add after reviewing the data what is the next step. Identify which is the most popular country by per cent.  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 \* "NIC" is under "PPS".  
 \* No KPI's identified.  
 \* Ensure the allocate resources means allocate "staff".  
 \* It's assumed to just be for pemantauan (monitoring).  
  
\*\*Segment 6: More on International Arrival Details (22:30 - 25:52)\*\*  
  
1. \*\*Topic / Feature Discussed:\*\*  
 \* Continued discussions and refinements of international arrival statistics, forecasting, and the specific inclusion of KBC arrival statistics.  
  
2. \*\*Client Requirements:\*\*  
 \* Functional Requirement: International arrival data is wajib (mandatory).  
 \* Functional Requirement: Explore and decide on the value of forecasting for international arrivals.  
 \* Consider removing KBC statistics but also keep the statistics to track its trend.  
  
3. \*\*To-Do List / Action Items:\*\*  
 \* Decide whether to forecast international arrivals.  
 \* Determine if KBC statistics are required (and if so, to what level of detail).  
 \* Retain KBC data "untuk nampak yang trend dia tengah menurun".  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 \* Region tak kiralah (region not counted).  
 \* It must be decided if KBC is important and for what purpose.  
  
\*\*Segment 7: KBC Requirements and Labuan (25:52 - 28:25)\*\*  
  
1. \*\*Topic / Feature Discussed:\*\*  
 \* Finalizing requirements for KBC statistics, and initial discussion of Labuan statistics.  
  
2. \*\*Client Requirements:\*\*  
 \* Functional Requirement: Maintain KBC statistics, but treat them as "biasa" (regular), not special.  
 \* Requirement: Akp see those KBC statistics for pemantauan (monitoring).  
 \* Requirement for frequency, review and priority for the KBC stats.  
 \* Consider a need for statistics relating to Labuan.  
  
3. \*\*To-Do List / Action Items:\*\*  
 \* Prioritize data retrieval.  
 \* Clarify the requirement or objective of Labuan's statistics and also make sure that it does not need its own statistics  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 \* If KBC is needed at all is not certain and is just "nice-to-have"  
 \* If there is a need of analytics to be included.  
 \* There might be similarities to the data already captured. If the data similarities occurs, the client needs to decide on which information and statistics they want  
 \* Labuan has the same statistic.  
  
\*\*Segment 8: Further Labuan discussion (30:03 - 33:55)\*\*  
  
1. \*\*Topic / Feature Discussed:\*\*  
 \* Detailed discussion about the specific relevance of separate statistics for Labuan, considering its status as a Federal Territory and relation to Sabah/Sarawak.  
  
2. \*\*Client Requirements:\*\*  
 \* User of statistic is the same (already established) and mostly for pemantauan (monitoring).  
 \* Determine action that is to be taken. "Tujuan dia memang pemantauan saja." "Dia cuma federal kalau kita masuk sana pun tak ada pemeriksaan pun."  
 \* Record movement if people are paying attention  
  
3. \*\*To-Do List / Action Items:\*\*  
 \* Review the policy around travel between Labuan and Sabah/Sarawak to confirm if checks are conducted.  
 \* Labuan may be able to be integrated into the main set of state information.  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 \* Currently peninsular Malaysia requires a check before entering Labuan.  
 \* Labuan is a "federal" destination and no checks are performed.  
 \* Overall data will be grouped by "down" (likely typo). "Nanti kita akan groupkan berdasarkan down tapi masuk buat."  
 \* There is also six more statistics based on Sarawak.  
  
\*\*Segment 9: Action for Labuan (33:55 - 37:58)\*\*  
  
1. \*\*Topic / Feature Discussed:\*\*  
 \* Decide if Labuan statistics should be integrated into main state statistics or keep it separate.  
 \* New statistics idea that people from "Semenanjung" cannot exit Labuan but can enter the area.  
  
2. \*\*Client Requirements:\*\*  
 \* The need of having a brief of people " tiba dengan pelepas" from Labuan to check out the people that travel to that area.  
 \* New action item and statistics to see the data "Statistik tidak dibenarkan keluar daripada Labuan".  
 \* The need of Labuan statistics to be present in NICC.  
  
3. \*\*To-Do List / Action Items:\*\*  
 \* The user of the statistics has an intention to check if they are related to other people, thus the need of their assistance in the area.  
 \* Contact Sabah minister about the need.  
 \* Gather enough information to decide about the "Objective".  
 \* Gather enough information and clarification in terms of "statistik tidak dibenarkan keluar daripada Labuan" for decision making.  
 \* Establish the frequency for the "statistik tidak dibenarkan keluar daripada Labuan" statistics  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 \* It's assumed that the team agreed to focus on creating one single collection of main statistics.  
 \* The action for the statistic is not clear and the objective is not yet defined.  
 \* There's a thought that people are "berubat" and Labuan has a "halau" way.  
  
\*\*Segment 10: Finalizing Objective and More (37:58 - 42:41)\*\*  
  
1. \*\*Topic / Feature Discussed:\*\*  
 \* Continued discussions on the objective for statistic being created to see "statistik tidak dibenarkan keluar daripada Labuan"  
 \* Move into statistics with people entering Malaysia with "SPC"  
 \* Difference between "statistik pelawat asing yang ditolak kemasukan" VS "statistik pelawat yang ditolak kemasukan ke Sabah dan Sarawak."  
  
2. \*\*Client Requirements:\*\*  
 \* The goal is to "rekod" the reason for the statistict.  
 \* It is assumed that the user department is mostly "AE" but needs to be verified and "siastan"  
 \* The "frequncy" need to be verified to see the validity as statistics is often being used and made for it  
 \* The user need to monitor people without "passport" through the use of SPC  
 \* To create report to see if the passenger "SPC" is in "Sabah or not Labuan".  
  
3. \*\*To-Do List / Action Items:\*\*  
 \* Need to verify user department is mostly AE and it is for "siasatan (investigation).  
 \* Clarify with AE for a good definition and clear objective.  
 \* Verify frequency validity as use of SPC is rare  
 \* Need to address naming convention and make sure that they are "general".  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 \* Not sure what "LE" is.  
 \* They have 2 categories that people are from Malaysia or outside Malaysia.  
  
\*\*Segment 11: What can be done for NTL (45:01 - 48:25)\*\*  
  
1. \*\*Topic / Feature Discussed:\*\*  
 \* Need to decide to merge or deal with the statistics.  
 \* How to use "NTL", What information, what will come out.  
  
2. \*\*Client Requirements:\*\*  
 \* Naming must be as general and be used for those that have entered or not entered.  
  
3. \*\*To-Do List / Action Items:\*\*  
 \* Look into attributes of status of NPM  
 \* Decide to use what is there and be general or go specific to make user experience better.  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 \* Need to decide if statistic with NPM is needed.  
 \* Statistic should account for those getting rejected into Sabah and Sarawak  
  
\*\*Segment 12: The Purpose (48:25 - 50:16)\*\*  
  
1. \*\*Topic / Feature Discussed:\*\*  
 \* Determine if there is action taken once you put in data.  
  
2. \*\*Client Requirements:\*\*  
 \* Goal is to monitor "penolakan masuk".  
  
3. \*\*To-Do List / Action Items:\*\*  
 \* Need to figure out what "MOOD" is for.  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 \* The purpose of the user is to monitor.  
  
\*\*Segment 13: Continued Discussion of MOOD/Action (52:31 - 57:33)\*\*  
  
1. \*\*Topic / Feature Discussed:\*\*  
 \* What should be listed to explain " Tindakan"?  
 \* Discussion over Naming "statistik"  
  
2. \*\*Client Requirements:\*\*  
 \* The name should be simple.  
  
3. \*\*To-Do List / Action Items:\*\*  
 \* Should skip statistics that will be duplicate or mostly the same with other statistics.  
 \* Rename " Statistik pengembara asing yang ditolak masuk"  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 \* Is it all "MMP"?  
  
\*\*Segment 14: Continued Discussion (57:33 - 62:08)\*\*  
  
1. \*\*Topic / Feature Discussed:\*\*  
 \* Finalization of details and review all statistics  
 \* "Menolakan masuk" - what filters should be in the statistic?  
 \* Start the last review on all statistics that are gathered.  
  
2. \*\*Client Requirements:\*\*  
 \* Find all similar data to move the statistic to other collection or to have it to the main collection  
  
3. \*\*To-Do List / Action Items:\*\*  
 \* Ensure "menolakan Masuk" attributes and "filter" is what will be helpful for this project.  
 \* Review list to determine if we remove or "skip for now".  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 \* They have "separate kan dulu" that they need to do with the team.  
  
\*\*Segment 15: Final Statistics Review (62:08 - 68:03)\*\*  
  
1. \*\*Topic / Feature Discussed:\*\*  
 \* Looking into and asking for feedback as well to fix errors or any issues with gathering those statistics.  
  
2. \*\*Client Requirements:\*\*  
 \* Fix " NTL dikeluarkan" since the "baru" use "MPM".  
 \* Explain what exactly happens on different situations and scenario.  
 \* Statistics should have an accurate " figure".  
  
3. \*\*To-Do List / Action Items:\*\*  
 \* Check documentation to see how to correct what is listed.  
 \* Decide how to name "Statistics".  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 \* MPM and NTL have almost the same thing and the team is trying to see how they are different or not.  
  
\*\*Segment 16: Discussions to Fix "UNTL" (68:03 - 72:22)\*\*  
  
1. \*\*Topic / Feature Discussed:\*\*  
 \* Discuss different solutions as well trying to make it as clear and concise as possible  
  
2. \*\*Client Requirements:\*\*  
 \* Come to an agreement as well to name the statistic correctly.  
 \* Clear for the project manager what is being looked at.  
  
3. \*\*To-Do List / Action Items:\*\*  
 \* Work together to make the best possible statistic is being released  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 \* There are NTL that are being batalkan.  
  
\*\*Segment 17: Statistics Questions/Concerns (75:00 - 77:31)\*\*  
  
1. \*\*Topic / Feature Discussed:\*\*  
 \* What they want to view is " Bergerak" data  
 \* Who can " Filter" with the statistic.  
  
2. \*\*Client Requirements:\*\*  
 \* Clear who can filter to those page.  
 \* Clear objective.  
  
3. \*\*To-Do List / Action Items:\*\*  
 \* List is on page that are filter to use or page two if to go there with ease.  
 \* Review and what the objective is.  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 \* BI is used by top level to see and for what they are used for.  
  
\*\*Segment 18: Fix the UNTL Objective and Profiling (77:31 - 83:20)\*\*  
  
1. \*\*Topic / Feature Discussed:\*\*  
 \* What is to be used and what the statistic is meant for.  
  
2. \*\*Client Requirements:\*\*  
 \* UNTL is to follow "Embart" and if it is all there.  
  
3. \*\*To-Do List / Action Items:\*\*  
 \* Make more confirmation is with the team.  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 \* Needs a lot of understanding and there are to many to list.  
  
\*\*Segment 19: Profiling - Not for everyone (83:20 - 87:51)\*\*  
  
1. \*\*Topic / Feature Discussed:\*\*  
 \* Start to speak and find understanding for ""Ketibaan tentera asing""  
 \* Who can have access to information and or "access".  
  
2. \*\*Client Requirements:\*\*  
 \* ""Ketibaan tentera asing"" objective "nak merekod kemasukan tentera asing."  
 \* See how often information has been gathered  
  
3. \*\*To-Do List / Action Items:\*\*  
 \* Make sure data team works together to complete all objectives.  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 \* That access is important and not always will be for each sector to view or "access".  
  
\*\*Segment 20: Finalizing ""Ketibaan tentera asing"" (87:51 - 89:53)\*\*  
  
1. \*\*Topic / Feature Discussed:\*\*  
 \* Check about""NICC" is ""Ketibaan tentera asing"" needed or not.  
 \* Is there "" Intel" in all of this or not.  
  
2. \*\*Client Requirements:\*\*  
 \* Needs to make sure what they ""minta""  
 \* It is for ""CIA"" to do their jobs.  
  
3. \*\*To-Do List / Action Items:\*\*  
 \* Make ""100%" if the information for "ketibaan asing need to be ""NICC""  
 \* Make a good object so that the action item is meet.  
 \* ""Objektif nanti saya ubah"".  
  
4. \*\*Clarifications & Key Assumptions:\*\*  
 \* ABS is separate.  
  
I hope this breakdown is helpful! Let me know if you need any adjustments or further clarification.