# Meeting Summary

Okay, here's the summary of the technical meeting, formatted as requested:  
  
\*\*00:01 - 00:42: QR Code vs. MRZ and FR\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Utilize MRZ data matched with FR (Facial Recognition) for verification.  
 \* FR is for \*confirmation\* of identity, not the primary method of identification.  
 \* Primary identification method should be QR code (but can be MRZ).  
\* \*\*To-Do List / Action Items:\*\*  
 \* None apparent in this segment.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* The meeting participants need to have a shared understanding of what constitutes a "method" vs. "verification" in this context.  
 \* The importance of using facial recognition (FR) to confirm identity when utilizing MRZ data is highlighted.  
  
\*\*00:42 - 01:44: QR Code Variations and Usage\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Current "invite" system using stickers is being phased out.  
 \* All systems will use QR codes moving forward.  
 \* New QR code specifications (16 characters at kiosk) are being implemented.  
 \* The system must allow upload of facial image for verification.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Speaker B to confirm if the total number of individuals using both QR and MRZ codes needs to be known.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* There are different types of QR codes in use, and the system needs to accommodate them.  
 \* The discussion implies the kiosk will use FR to confirm the individual presenting the QR code is the same person who uploaded their image.  
 \* The system should determine if a printed QR code falls within a specific "category".  
  
\*\*01:44 - 02:47: Terminology and Discussion Scope\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Ensure common terminology across teams (internal & external).  
 \* The group to set an agenda for an after-session to talk privately on the topic of concerns with QR codes.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Schedule a focused discussion about the concerns related to using QR codes.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* Speaker A has reservations about opening up the discussion of QR codes to the larger group.  
 \* The "nice" system uses a different QR code than current system.  
  
\*\*02:47 - 03:43: Analysis Process and Reporting\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* The main goal of reports must be clearly defined.  
 \* Determine actions taken based on reports to understand the importance of those reports.  
 \* Refactor the list of reports into a use case format.  
 \* Analysis to only identify high-level information and first layer data.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Identify what analysis is being done and why (objective of reports).  
 \* Determine the importance of reports and the actions taken based on them.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* Column G (analysis process) should be deferred and no longer part of the discussion.  
 \* Reports will be more useful and impactful if they capture actions that will be taken based on the report data.  
  
\*\*03:43 - 04:46: URS 1.0 & Alignment with NICE Data\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Revisit and refine URS 1.0 document requirements.  
 \* Determine report objective and what analysts do with the information.  
 \* Focus on high-level information.  
 \* Analysis to only identify high-level information and first layer data.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Review and update the URS 1.0 document.  
 \* Align the existing report list to be use case focused.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* Information currently captured from URS 1.0 is assumed.  
 \* The review will be performed after NICE data is available.  
 \* The list is a report list, not a use case.  
  
\*\*07:31 - 08:12: Reporting Structure and Data Layers\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Reports need to be use case-driven.  
 \* Focus on "first layer" data in the reports.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Refactor the report list into a use case format.  
 \* Do not include G in the column.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* "Second layer" or "column G" data is considered too detailed at this stage.  
  
\*\*08:12 - 09:11: Review of Attributes from 2021 Analysis\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Confirm if attribute data from 2021 analysis is still relevant.  
 \* Confirm if there have been any data attribute updates.  
 \* Just go through high-level data.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Provide the 2021 analysis to team.  
 \* Confirm if there are any changes required for the attributes.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* Review just for attribute data.  
 \* Sub-attributes (more detailed) are out of scope for the review.  
  
\*\*09:11 - 11:23: Clarification of Attributes and "Tindakan" (Actions)\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* "Saluran" (channel) is missing from current filter set.  
 \* Clarify the meaning of "Tindakan" (actions) in the system.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Update filter set to include "Saluran".  
 \* Clarify the meaning of "Tindakan".  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* Action stands for "what person"  
 \* Attributes should be used for statistical purposes.  
 \* Action isn’t an attribute.  
  
\*\*11:23 - 12:04: Redefining "Tindakan" and Report Purpose\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Focus is on the actions taken based on heat list.  
 \* Determine actions taken based on heat list.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Determine "the actions taken by the team for the notification in list".  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* "Tindakan" (actions) is the act of drilldown from list and what happens after.  
 \* This list isn’t shown to users, used internally.  
  
\*\*12:04 - 13:44: Administrative Details and Heat List\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Heat stats will be separate.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Document submission of attestation and training forms.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* None explicit in this segment.  
  
\*\*15:02 - 17:12: Clarifying "Hit List" Statistics and Actions\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Track hits within a 5-hour window at entry points for statistical purposes.  
 \* Distinguish between hits at entry points and actions taken.  
 \* The actions should be whether the person has been detained or not.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Review how hits are being defined and recorded for accuracy.  
 \* Clarify the process flow for when a "hit" occurs.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* The focus is not on immediate action upon a "hit" but rather on observing and analyzing subsequent actions.  
 \* It is essential to track whether individuals on hit lists are entering.  
  
\*\*17:12 - 18:35: System Location/Process, Data and its Impact\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Security staff are responsible for handling any action following a hit.  
\* \*\*To-Do List / Action Items:\*\*  
 \* None apparent in this segment.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* The priority is placed on the system's capacity to accurately identify a hit, and actions are handled by security personnel.  
 \* Current data isn't processed appropriately to make statistical reports accurate.  
  
\*\*18:35 - 19:26: Jurang Data\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Data needs to be accurate and stabilized.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Investigate inaccurate or unstable data.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* Existing data is not consistent or accurate.  
 \* Data discrepancies are caused by "data apung".  
  
\*\*19:26 - 21:47: Data Integrity and Clearance, Process, Data Integrity\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Make sure data is accurate.  
 \* There should be a process to automatically clear the "esel".  
\* \*\*To-Do List / Action Items:\*\*  
 \* Develop the processes to ensure the "esel" is properly cleared.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* Data integrity and clearance needs to be solved.  
 \* Esel is floating data, data that is unclearable.  
 \* Use API and facial recognition to determine that the person standing is the real person.  
  
\*\*22:31 - 23:13: Complete Circle & Control Access\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Ensure completed circle to access needed info.  
 \* Control personnel to have access to list of KSL.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Determine if control personnel need to access KSL list.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* Having a complete circle, people will know how many in KSL.  
  
\*\*23:13 - 24:12: Manageable Process\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Control have to access people with KSL list.  
 \* Have a manageable process to view KSL data.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Determine if KSL list can be implemented into the existing process.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* Control personnel needs to know if pelaut has KSL listing.  
  
\*\*24:12 - 25:01: Training Session & Break\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Training Session at 11:00AM.  
 \* Need to submit forms for all members involved.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Determine all that will be involved with training.  
 \* Submit required forms.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* No additional information.  
  
\*\*25:01 - 26:21: Team Allocation & Forms\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Assign Team allocation to forms.  
\* \*\*To-Do List / Action Items:\*\*  
 \* PDK will supply list of all that will be involved.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* No additional information.  
  
\*\*26:21 - 27:49: Team Discussion\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Team discussion about strategy.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Start with go through to.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* No additional information.  
  
\*\*30:01 - 31:07: Attribute Discussions\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Identify all existing attributes.  
 \* Identify any added or removed attributes.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Go through existing forms and identify all attributes.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* Strike-through if attribute is removed.  
  
\*\*31:07 - 32:31: Attribute Formats & Field Confirmation\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Confirm if IC is available to be entered.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Confirm if IC information is entered and validated.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* No additional information.  
  
\*\*32:31 - 34:25: Attribute Discussions\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* No clear requirements.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Go through existing forms and identify all attributes.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* No additional information.  
  
\*\*34:25 - 37:31: FR vs. QR Code and Data Provider\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* FR doesn't count towards QR codes.  
 \* FR is for entrance and exit.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Is it execusio or issue? Need to confirm.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* FR is use for access and denial.  
  
\*\*37:31 - 40:51: Job Opportunities - Data Micron & Training Grant Programs\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* No clear requirements.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Contact Datamicron and search for openings on LinkedIn.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* No additional information.  
  
\*\*40:51 - 41:19: Arrival Data\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Is data pulled from outside services.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Determine all outside agencies integrated.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* Hits are are pulled from Interpol.  
  
\*\*41:19 - 42:31: Statistic Reports & Time Tracking\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Daily, Weekly, Monthly and Yearly reports.  
 \* No shift views.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Determine data for dashboard to manage trends.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* Shift tracking is hard to use.  
  
\*\*42:31 - 45:53: Shift Forecasting\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Look at time stamps and shift times to find bottleneck.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Gather time stamps and shift times to diagnose current issues.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* None additional information.  
  
\*\*45:53 - 47:54: Gathering Data for Bottlenecks\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Gather shift details and timestamps from ADM Module.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Determine office times and all shift registration  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* Diagnoses the issues and shift relations and visitor arrivals.  
  
\*\*47:54 - 49:31: Data for Seasonality & Must Have\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Need to implement Public Holidays for the analysis.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Implement data for holidays.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* None additional information.  
  
\*\*49:31 - 50:44: Departure Data & Requirements\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Need to determine processes when statistic data is out.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Analyze departures and identify reasons.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* No data in what happens post- departure.  
  
\*\*52:33 - 58:31: APS Data & Integration\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Data is based off existing data and the API.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Find integration.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* With the integration we can compare data.  
 \* Data source is integrated with MSW.  
 \* Nice recieves APS data to perform inspections.  
  
\*\*58:31 - 60:41: APM Last Calls - Next Steps\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* To get Last Port of Call information.  
\* \*\*To-Do List / Action Items:\*\*  
 \* Figure out export information.  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* No additional information.