# Meeting Summary

Okay, here's the summarized output based on the provided transcript, structured as requested.  
  
### \*\*1. Topic / Feature Discussed: Pengurusan ID (ID Management)\*\*  
  
\*\*2. Client Requirements\*\*  
  
\* Admin user will manage IDs (create, delete users/groups, assign access levels).  
\* The system must include an audit trail (viewable and exportable).  
\* Analysts and top management require pre-determined dashboard reports (viewable and exportable).  
\* Analysts will prepare/create/edit ad hoc dashboard reports.  
\* Data Analytic requires three core modules: Pengurusan ID (ID management), Penyediaan Data (Data Modelling), and Analisa Data (Data Analysis)  
\* Roles for Data Analytics will include Admin for ID Management, Model Builder for data preparation, and Analyst for data analysis  
\* Analyst is expected to use existing data models to make future predictions, and then upload the data into the data warehouse for use in BI.  
  
\*\*3. To-Do List / Action Items\*\*  
  
\* Pihak-pihak (the parties) to determine who will be appointed as Admin for ID Management.  
  
\*\*4. Clarifications & Key Assumptions\*\*  
  
\* "Pihak-pihak" needs clarification - who is responsible for determining the Admin?  
  
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### \*\*1. Topic / Feature Discussed: Perbezaan Laporan Operasi dan Laporan BI (Differences Between Operational and BI Reports)\*\*  
  
\*\*2. Client Requirements\*\*  
  
\* Operational reports are for daily transactions, needed "on the spot" or live (same-day data). Suitable for printing.  
\* BI reports are for menyeluruh (comprehensive) monitoring, with a format that can change based on needs. Less suitable for printing.  
\* Operational reports use granular data; BI reports use aggregated data.  
\* Operational reports are used by all pegawai (officers), while BI reports are focused on pengurusan tertinggi (top management) and ketua jabatan (department heads) for high-level overviews.  
\* Operational reports can handle many users without impacting performance; BI reports are more resource-intensive.  
\* Operational reports require technical skills to set up; BI reports offer drag-and-drop functionality (complexity depends on use case).  
\* BI reports should be interactive and allow for filtering to provide an overview. Exporting BI data will not be real-time (may be delayed).  
  
\*\*3. To-Do List / Action Items\*\*  
  
\* None explicitly stated.  
  
\*\*4. Clarifications & Key Assumptions\*\*  
  
\* It is assumed that the BI reports are not required to be "live" or real-time.  
  
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### \*\*1. Topic / Feature Discussed: Paparan Data (Data Display)\*\*  
  
\*\*2. Client Requirements\*\*  
  
\* The system should provide a way to build data models to obtain algorithms.  
\* Users shouldn't need to code; they should be able to choose from existing algorithms.  
\* Users should have the option to code their own algorithms if desired.  
\* The system should allow users to plug in existing algorithms.  
\* The system should identify and highlight the best algorithm for a given data set.  
  
\*\*3. To-Do List / Action Items\*\*  
  
\* None explicitly stated.  
  
\*\*4. Clarifications & Key Assumptions\*\*  
  
\* Algorithm models will be provided.  
\* User doesn't have to have coding skills to use the system, but can use their own algorithms if desired.  
  
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### \*\*1. Topic / Feature Discussed: Metodologi Gatering (Gathering Methodology)\*\*  
  
\*\*2. Client Requirements\*\*  
  
\* The methodology will utilize industry-standard processes.  
\* Kajian perubahan keperluan SRS (Study of changes in SRS requirements) to cover Insta Ico and Forceight.  
\* Modified Cipok will be used (Supplier, Input, Process, Output, Consumer).  
\* Documentation guidelines will be based on gathered requirements.  
  
\*\*3. To-Do List / Action Items\*\*  
  
\* Modified Cipok will be actioned imminently.  
\* After Cipok is modified, requirements based on use cases and matrix will be addressed.  
\* Documentation will be based on the requirements gathered.  
  
\*\*4. Clarifications & Key Assumptions\*\*  
  
\* The meeting is currently in the "objective determination" and "data business selection" phases.  
  
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### \*\*1. Topic / Feature Discussed: Modified Cybox\*\*  
  
\*\*2. Client Requirements\*\*  
  
\* Cybox stands for Supplier, Input, Process, Output, and Consumer.  
\* In this context, Supplier includes: BI report objective, KPI, user analysis, filter, input data source, and core business process.  
\* Data source is the starting point (at the back).  
\* Objective and report names are inputs.  
\* Output is "kita" (us).  
\* Consumer is "timbalan pengarah hasil" (deputy director of revenue).  
  
\*\*3. To-Do List / Action Items\*\*  
  
\* Deeper dive into this, imminently.  
  
\*\*4. Clarifications & Key Assumptions\*\*  
  
\* None explicitly stated.  
  
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### \*\*1. Topic / Feature Discussed: Senarai Laporan (Report List)\*\*  
  
\*\*2. Client Requirements\*\*  
  
\* There are 37 reports required.  
\* Confirm the meaning of the ticks and unticks on the original report list, specifically whether unticked reports are not required.  
\* Request for "Laporan tempoh masa proses keputusan" (Report on the length of the decision-making process).  
  
\*\*3. To-Do List / Action Items\*\*  
  
\* Confirm with Wan Nur Hafizah regarding the ticked and unticked reports from the previous SMP (Subject Matter Expert).  
\* Confirm with Hafizah the need for "Laporan tempoh masa proses keputusan."  
\* Confirm whether a sample report exists for each of the reports that are ticked.  
\* Confirm the requirements for the non-ticked reports.  
  
\*\*4. Clarifications & Key Assumptions\*\*  
  
\* Tick = report exists in SRS 1.0 document.  
\* No tick = unsure if it is needed.  
\* All reports are deemed "perlu" (necessary), however some are not being actively tracked in the SRS.  
\* High priority reports have already been incorporated.  
\* "Laporan tempoh masa proses keputusan" may already exist, though not explicitly named in the existing report list.  
\* In SRS 1.0, there are only 10 reports within the stock category.  
  
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### \*\*1. Topic / Feature Discussed: Laporan Kedudukan Semasa Stok (Current Stock Status Report)\*\*  
  
\*\*2. Client Requirements\*\*  
  
\* "Laporan kedudukan semasa stok" (Current Stock Status Report): includes type of stock, date, and remaining stock.  
\* "Laporan status stok" (Stock Status Report): Need to be able to obtain activities.  
\* Need to know how "Agihan hilang atau lupus" (Distribution of lost or disposal) is captured (available from stock module).  
\* "Cetak" (printed) information is NOT in the stock module. It is assumed to be in a document management module.  
\* Agi Sendiri is a valid stock status.  
  
\*\*3. To-Do List / Action Items\*\*  
  
\* Determine the data source for the "Cetak" (printed) stock status.  
  
\*\*4. Clarifications & Key Assumptions\*\*  
  
\* Laporan pusingan stok (Stock turnover report) will be based on quarterly or annual data while "Laporan kedudukan semasa stok" can be viewed monthly.  
\* The assumption is that the information needed for these reports can be obtained.  
  
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### \*\*1. Topic / Feature Discussed: Laporan Pembekal (Supplier Report)\*\*  
  
\*\*2. Client Requirements\*\*  
  
\* The supplier report is needed to determine each vendor's distribution. It's not an allocation of supply to states.  
\* The report should include SLA metrics from the finance department (outside the system).  
\* User has the right to eliminate a report if it's not necessary or data isn't available.  
\* To understand the requirements of previous SMEs, must understand the usefulness of having them.  
  
\*\*3. To-Do List / Action Items\*\*  
  
\* Determine if SLA data can be obtained from the finance department for the supplier report.  
\* Talk to SMIs to understand what requirements are still needed, from their point of view.  
  
\*\*4. Clarifications & Key Assumptions\*\*  
  
\* Delegation has no impact.  
  
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### \*\*1. Topic / Feature Discussed: Laporan Hilang Item Penerimaan (Report on Lost Items Upon Receipt)\*\*  
  
\*\*2. Client Requirements\*\*  
  
\* The requirements are to view unit stock and value of lost stock.  
\* Report should be a combination of 10 suppliers. And by detailed information from 3 components, user can select 1.  
\* Time of receipt  
\* Data entry of time period is required.  
\* Should be able to apply an updated date.  
  
\*\*3. To-Do List / Action Items\*\*  
  
\* Time period should be included in the Penerimaan (Receipt).  
\* Need to see if setting time and date are available in the modul, or if it is an addition.  
  
\*\*4. Clarifications & Key Assumptions\*\*  
  
\* As long as there is a way to capture editions in the module, a date can be attached; if no feature exists, it cannot be brought back.  
\* The distance between order and delivery can be assessed in the module.  
\* Supplier information is available in the module.  
\* Each supplier will have different time periods.  
\* Parameter can be defined that's specific for each vendor.  
  
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### \*\*1. Topic / Feature Discussed: Laporan KPI (KPI Report)\*\*  
  
\*\*2. Client Requirements\*\*  
  
\* Laporan KPI should be a register for vendors.  
\* Should include Date of order, Stok (stock) and Pesanan (order).  
\* Should include tarikh penerimaan stok (stock receipt date) and Pembekal ID (vendor ID).  
\* Must capture duration between pesanan and penerimaan.  
\* Stock can be placed at a certain location.  
\* Laporan tempoh masa proses pelupusan (Report on the processing time for disposals) not needed since it wasn't ticked.  
\* Disposal needs to be completed within 6 months.  
  
\*\*3. To-Do List / Action Items\*\*  
  
\* Need to determine the "Sebab Sebab Yang Letak" for each entry.  
  
\*\*4. Clarifications & Key Assumptions\*\*  
  
\* There is a process in place for the central stock control.  
\* A parameter can be defined in the system that sets each suppliers standard period of time.  
\* The system captures a parameter for central control.  
  
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### \*\*1. Topic / Feature Discussed: Laporan Kehilangan (Loss Report)\*\*  
  
\*\*2. Client Requirements\*\*  
  
\* Laporan siasatan kehilangan stock (Report on investigations into stock losses) is not needed since it is done by KDN.  
\* The customer needs a Laporan awal kehilangan stock (Report on the early loss of stock) to check stock, and then a Laporan polisi (police report).  
\* Must detail all details of the suppliers, campaigns and SSM.  
\* Added value contract, and regarding the added contract to add details near the contract.  
  
\*\*3. To-Do List / Action Items\*\*  
  
\* Update the list with the new 37 reports from the previous report set.  
  
\*\*4. Clarifications & Key Assumptions\*\*  
  
\* The customer wants to know what to do if the customer disagrees to the reports.  
  
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### \*\*1. Topic / Feature Discussed: Laporan Pemantauan Silikon Track (Silicone Track Monitoring Report)\*\*  
  
\*\*2. Client Requirements\*\*  
  
\* Laporan Pemantauan Silikon Track is needed for audit purposes.  
  
\*\*3. To-Do List / Action Items\*\*  
  
\* Contact the original company to see if they still have the initial documents, reports and overviews.  
  
\*\*4. Clarifications & Key Assumptions\*\*  
  
\* It's assumed that reports 23, 24, and 25, may have already been established in a previous report.  
  
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### \*\*1. Topic / Feature Discussed: Laporan Penggunaan Stok (Stock Usage Report)\*\*  
  
\*\*2. Client Requirements\*\*  
  
\* Need clarification as to who has requested this requirement.  
\* The quantity used needs to be detailed in Attributes.  
  
\*\*3. To-Do List / Action Items\*\*  
  
\* Confirm if the document that was sent is the most up-to-date.  
\* Confirm if it matches SRS.  
  
\*\*4. Clarifications & Key Assumptions\*\*  
  
\* Should be clear if one needs to take steps that is required.  
\* Reports need to be helpful and assist in taking the next step.  
  
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### \*\*1. Topic / Feature Discussed: Integration\*\*  
  
\*\*2. Client Requirements\*\*  
  
\* The same information for stock needs to be kept in SPMS as well.  
\* Code for stock will be given via MOF, and be able to upload to the current Nice Nice file.  
\* If an integration cannot be achieved, then an exception of using SPMS is allowed.  
  
\*\*3. To-Do List / Action Items\*\*  
  
\* Integration is not available.  
\* MOF is still in the process of adding new systems.  
  
\*\*4. Clarifications & Key Assumptions\*\*  
  
\* Duplicating efforts will need to occur until system is complete.