

Meeting Minutes SOP Sitong

Meeting Minutes (Date)

Meeting Topic: XXX & Customer Company

Date & Time: Date, 2025, xxx-xxx

Location: XXX Office

Attendees

Customer Company

- XXX
- XXX

Company

- XXX
- Sitong Wang

Meeting Notes

Template 1: New Company Collaboration

A. Company Overview

- Company Introduction: Brief overview of the company (e.g., core focus, size, market presence).
- Core Products/Services: Highlight key offerings relevant to the discussion.
- Business Model: (Optional, if discussed) Revenue model, partnerships, etc.

B. Company Applications

- Target Applications: Industries or scenarios where the company's products/services are applied.

C. Company Customers

- Customer Types: Categorize customers.

- Key Customers: Introduce significant or long-term customers

D. Planned Projects

- Project Name
- Technical Solutions: Core technology/potential nodes
- Application Directions: Expected application fields and scenarios of the project.

E. Forecast and Pricing

- Market Forecast: Nodes & Volume (year)
- Pricing Strategy

H. Technical Planning and Timeline

- Technical Roadmap
- Key Milestones: Specific time points for each stage of the project

Template 2: Business Alignment for Existing Company

A. Project Progress

- Current Phase: Development stage or operational progress (e.g., validation, production).
- Technical Details: Key milestones achieved, node-specific progress.
- Timeline: Expected tape-out, validation, or mass production dates.

B. Forecast and Pricing

- Volume Forecast: Predicted production or order volumes.
- Pricing Strategy: Agreed or proposed pricing.

C. Future Plans

- Product:
- Nodes
- Protentional Volume
- (Next Generation)

Action Items

- Customer to provide:
 - a. XXX
 - Task:
 - Time/DDL:
 - Owner: