**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**

1. **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**

1. **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.

1. **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:

1. XXX

* Task：
* Time/DDL：
* Owner：