Dear all,

I would like to send the Meeting Minutes for Improve working process DCV-FPT as below:

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| LG전자 Logo_3D_태그라인(G).jpg | MEETING MINUTES | | |
| **Project Name** | BTWifi, AACP, Broadcast FDT | **Product Owner** | Mr. Kim Hak Su  ([haksu.kim@lge.com](mailto:haksu.kim@lge.com)) |
| **Date**  **Time** | 18th Jan 2021  14:00 ~ 15:30 | **Attendees** | Mr. Truong  Ms. Na  Ms. Chi FPT  DCV members (BTWifi, AACP, Broadcast, Cluster team)  FDT members |
| **Location** | Innovation room – 36F |

# Purpose

* Discuss some issues and resolutions for improving working process between DCV and FPT.

# Content

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| **No.** | **Discussed Items** | **Action Plan** | **PIC** | **Deadline (MM/DD)** |
| 1 | Difficult to communicate due to FPT cannot access M-Message | * FPT check with other type of PC. * If cannot access, using skype to chat. | FPT members | 1/26 |
| 2 | Take time to support FPT member because   * Many member asking for 1 question * Ask for many time for one issue | * Collect Q&A for all phase in one folder. * FPT member shall check Q&A in the folder first before asking for DCV. * Assign a member PIC for reviewing Q&A before sending DCV | FPT members | 1/26 |
| 3 | Time for answering Q&A | * Add priority for Q&A, shall inform the Q&A affect a lot of TCs | FPT members | 1/26 |
| 4 | Lack for executing test | * Check with DCV early for preparing HW. * Every Monday, Test Leader shall email the number of devices each team need. | DCV, FPT test leaders | 1/26 |
| 5 | TC confirm update content but the content previous phase but content not update at later phase.  TC is spec-out but still in test set. | * Broadcast function is using FIT TC, DCV cannot edit FIT TC. So FPT member shall note the updated content/spec-out in test result. * In case TC is confirmed to update/spec-out but not-update and spec-out, FPT will add into the “Need-to-confirm TC” file. DCV will check them. | FPT members  DCV members | 1/26 |
| 6 | Executor does not investigate requirement deeply  Investigate TC and referent document for TC | * FPT shall read both comment of DEV in SyRS and referent document added on comment. * For HKMC, FPT shall ask FIT team before asking for FDT team, due to SyRS-based TC are reused from FIT TC | FPT members | NA |
| 7 | There are TC need to confirm more after sampling review TC | * FPT can contact directly or go DCV space to discuss these issues to save time. | FPT members | NA |
| 8 | Set test time duration | * 2 days before starting test phase, FPT member shall inform DCV about the available test set and resource for test phase. | FPT test leader | 1/26 |