| **Group / Meeting Name:** | K6 MES專案週會 |
| --- | --- |

| **Facilitator:** | Edward Chuang |
| --- | --- |

| **Meeting Location:** | **石磊廠行政棟一樓會議室302與Webex 線上** | **Meeting Date/Time** | 12/28/23 17:00-18:00 |
| --- | --- | --- | --- |

| **Objective(s):** | 通過進度報告、問題追蹤、議題討論以確認專案進度正常並提早發現解決潛在風險 |
| --- | --- |

| **Participants** | **Email** | **Present** |
| --- | --- | --- |
| Roger Yen | roger.cf.yen@kinsus.com.tw | 302會議室 |
| Stanley Wu | stanleyWu@kinsus.com.tw | 302會議室 |
| Light Liu | lightliu@kinsus.com.tw | 302會議室 |
| Larry Wang | larrywang@kinsus.com.tw | 302會議室 |
| Vera Yang | verayang@kinsus.com.tw | 302會議室 |
| Cindy Liu | cindyliu@kinsus.com.tw | 302會議室 |
| Tony Wu | tonywu@kinsus.com.tw | 302會議室 |
| Guting Wu | gutingwu@kinsus.com.tw | 302會議室 |
| Tony Juan | tonyjuan@kinsus.com.tw | 302會議室 |
| Kelvin Chen | [kelvin.h.chen@pwc.com](mailto:kelvin.h.chen@pwc.com) | 線上會議室 |
| Edward Chuang | edward.chuang@pwc.com | 302會議室 |
| Kyle Chang | kyle.c.chang@pwc.com | 線上會議室 |
| Ivan Peng | [ivan.ch.peng@pwc.com](mailto:ivna.ch.peng@pwc.com) | 302會議室 |
| Leon Liu | leon.a.liu@pwc.com | 302會議室 |
| Alexander Cheng | alexander.li.cheng@pwc.com | 302會議室 |
| Kenny Huang | [kenny.huang@ccssttcn.com](mailto:kenny.huang@ccssttcn.com) | 線上會議室 |
| Justin | hui.jia@ccssttcn.com | 線上會議室 |
| Walker Lee |  | 線上會議室 |
| Ryan | yao.rong@ccssttcn.com | 302會議室 |
| Young |  | 線上會議室 |
| Martin | bowmon.liu@ccssttcn.com | 302會議室 |

| **Agenda** |
| --- |
| 1. 專案計畫 2. 雙週計畫 3. 待辦事項 4. 問題與風險 |

**Minutes**

| **Topic** | **Discussion Outcome**  **(Decisions, action items, etc.)** |
| --- | --- |
| 藍圖確認延後的困難：有沒有關鍵的功能 |  |
| 預定DR PR 1/30 開出來 |  |
| Steering Committee月會讓關鍵用戶報告 |  |
|  |  |

**Action Items**

| **Action Description** | **Owner** | **Priority** | **Due Date** | **Completed** |
| --- | --- | --- | --- | --- |
| 專案時程調整版本、時間整理 | Edward | High | 1/4 | Open |
| MES里程碑進度表加入UAT排程 | Kenny | High | 1/4 | Open |
| EPM方案確認目標日期：  集成-12/28。  整體-1/2。 | CST/PwC | High | 12/29 | Open |
| 明天談藍圖方案確認完成時程 | All | High | 12/29 | Open |
| 提供UAT詳細計劃 (人、地點、資料、測試案例…) | Kenny | High | 1/2 | Open |
| 報告各式測試Template | Edward | High | 1/4 | Open |
| Camstar vs CiMES : 15% Gap討論 | All | High | 1/4 | Open |
| 建立Risk Management機制：目標第一個階段不跳票 | All | High | 1/4 | Open |
| 戰情室SA/SD/WBS報告 | Kyle/Wayne/Kelvin | High | 1/5 | Open |
| Collect all sub-system issues | Edward | High | 1/5 | Open |
| 戰情室/MES Report Replan Schedule | Edward | High | 1/5 | Open |
| 戰情室/MES Report框架討論 | Wayne/Kelvin/Roger | High | 12/29 | Open |
| DR討論 (non CDB, CDB issue) | Siemens/All | High | 1/3 | Open |
| 週報各Track內容、格式一致 | All | High | 1/4 | Open |
| 留下硬體建置Check Item List | ODIN | High | 1/4 | Open |
| Add Column into issue log：組別、Delay、Delay Level | Edward | High | 12/29 | Open |