Thank you for having the call yesterday on such a short notice.

**Key Takeaways:**

* Reviewed of the detailed process and RACI prepared during the last week with the help of different business & IT stake holders.
* Reviewed all the scenarios in the NPD which influence the master data in SAP.
* Discussed various examples where changes done by R&D in Interspec impacts data quality in SAP, like Wt & BOM updates in Interspec
  + These further impacts business, as Finance is dependent on the weight of the product for various calculations.
* Discussed various scenarios where if we will have proper communication with key business stakeholders  (Product Mktg, SCM & finance) we can avoid lot of daily issues, faced by diff teams.
  + Like: Informing finance before stating production so that they can do product costing to update the process for those SKU’s
    - Hungary team already have an email process in place, similar should be implemented in Enschede.
* R&D - PMO team should take ownership of communicating to various stakeholders on the progress of product development.
  + This will ensure Responsible and Accountable person for Master data is in loop for all the activities & progress and can act accordingly.
* Most of the issues can be resolved with having a simple communication plan in action, and to which team will look all the activities marked in the attached sheet and will come back with the person responsible.
  + We can also add in case something is missed.
    - Already feedback from Hungary – updated in activity sheet point 8.1.

Action Item:

[@Henrique Saraiva Scarmagnan](mailto:Henrique.Scarmagnan@apollotyres.com) will come back with the names by end of this week.

**NOTE - Additional Meeting:** I also had a detailed session with Pablo and Ferideh on the new APDP process, they are building for contact, where we shared our experience and feedback with each other, which will be incorporated in our individual designs.

Thank you, Patrick, for scheduling these meetings on such a short notice. Please let me know in case you need my help with anything.

Best Regards,

**Puneet Sabharwal**

Head – Global Data & Integration

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-----Original Appointment-----  
**From:** Patrick Goossens <[patrick.goossens@apollotyres.com](mailto:patrick.goossens@apollotyres.com)>   
**Sent:** Thursday, December 7, 2023 9:19 PM  
**To:** Patrick Goossens; Puneet Sabharwal; Ton Spreeuwenberg; Pawan Kumar; Hugo van Alst; Maarten Koetsier; Mahavir Annadate; Cristian Greve; Ruben Hidalgo; Henrique Saraiva Scarmagnan; Peter Schepens  
**Cc:** Péter Lőrincz  
**Subject:** Dear all, Sorry to send this meeting invite on such short notice. Puneet is in the Netherlands for a couple of days. He will be in Enschede at least on Monday, maybe on Tuesday as well. He wants to have your inputs on the data from Interspec that is   
**When:** 11 December 2023 12:00-13:00 (UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna.  
**Where:** Microsoft Teams Meeting; CR6 R&D Enschede boardroom 3rd floor VC

Dear all,

Sorry to send this meeting invite on such short notice.

Puneet is in the Netherlands for a couple of days. He will be in Enschede at least on Monday, maybe on Tuesday as well.

He wants to have your inputs on the data from Interspec that is needed in SAP.

Puneet is responsible for SAP MDM (Master Data Management).

Today’s inputs are also very important for the definition of the interface from our new Global Lims to SAP.

The only time I could find free in your mutual agenda’s was 12:00-13:00. Excuse me for taking your lunchtime.

Perhaps there is a possibility to continue from 15:00 but some of you already have tentative meetings from 15:00u.

We can discuss the necessity during our first meeting.

Regards,

Patrick

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