|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From: PTSC M&C | | To: | | PTSC M&C |
| Discipline(s): | PROJECT MANAGEMENT TEAM | | | |
| Date / Time: | 30-Dec-2019 @ 08:00 to 10:00 AM | | | |
| Place of meeting: | PTSC M&C Room B02-OF3.02 | | | |
| Minute by: | Pham Nam Thai | |  | |
| **Subject:** | **Project Weekly Meeting** | | | |

|  |  |  |
| --- | --- | --- |
| **Attendees** | | |
| **Name** | **Title** | **Entity** |
| Nguyen Huu Tuan | Project Manager | PTSC M&C |
| Pham Nam Thai | Project Coordinator | PTSC M&C |
| Nguyen Thanh Ngoc | Construction Manager | PTSC M&C |
| Nguyen Huy Tuan | QC Manager | PTSC M&C |
| Nguyen Duc Anh | Project Control Manager | PTSC M&C |
| Vo Minh Truong | Planning Manager | PTSC M&C |
| Tran Thi Thanh Huy | Procurement Coordinator | PTSC M&C |
| Bui Thu Huong | Procurement Coordinator | PTSC M&C |
| Tran Binh Nam | Construction Engineering Lead | PTSC M&C |
| Tran Hai Quan | HSE Manager | PTSC M&C |
| Dinh Quoc An | E&I Construction Supervisor | PTSC M&C |
| Huynh Cong Son | E&I Inspector | PTSC M&C |
| Doan Quoc Dung | Contract Engineer | PTSC M&C |
| Chu Xuan An | Painting/ Scaffolding Supervisor | PTSC M&C |
| Dang Van Toan | Material Controller | PTSC M&C |
| Pham Van Chien | Structural/ P&M Supervisor | PTSC M&C |
| **Distribution List** | | |
| **Name** | **Title** | **Entity** |
| Nguyen Duong Lam | Project Director | PTSC M&C |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Name** | **Date** | **Signature** |
| Nguyen Huu Tuan | 30-Dec-2019 |  |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | **Subject** | **Action** | **Status** | **Due Date** |
| I | **GENERAL** |  |  |  |
|  | **Introduction**  Project overview of general project information | NH Tuan | Closed |  |
|  | **PMT** |  |  |  |
|  | PMT submission for approval | NH Tuan |  |  |
|  | PMT to review quantity of E&I supervisor, P&M supervisor | NH Tuan |  |  |
|  | Finalize Office layout and mobilization | NH Tuan/  PN Thai |  | 05/01/2020 |
|  | Submit request for Office facility of Linde PMT in SMP9 | NH Tuan/  PN Thai | Closed | 26/12/2019 |
|  | Transfer document from Bidding team to Execution team | TV Sơn/  ND Anh | Closed | 30/12/2019 |
|  | Document control, template, no. request, … | TV Sơn |  | ~~30/12/2019~~  06/01/2020 |
|  | Set up Server and add user | PN Thai | Closed |  |
|  | Budget preparation for all Departments | Key PMT |  | 20/01/2020 |
|  | Internal KOM Preparation - Each team (department) are requested to present the plan and execution. | Key PMT |  | 03/01/2020 |
|  | Project work checklist to be synchronized between MOM and New task to be added. This checklist is generated from Driver Google. All project team are requested to online following and updated status of work.  Project coordinator are authored to add new task on the checklist. | All |  | Monitor |
|  | PMT Weekly meeting on Mon, B.02, 8:00 AM | info |  |  |
|  | Prepare MDR Project | TV Son |  | 15/01/2020 |
|  | Prepare CE MDR + AFC Received | TB Nam |  | 15/01/2020 |
| II | **HSE** |  |  |  |
|  | Prepare HSE Plan | 02/01/2020 |  |  |
| III | **PROJECT CONTROL** |  |  |  |
|  | Check Construction allowance following TC during bidding | ND Anh |  | 08/01/2020 |
|  | Check CMS (from Linde) application and operation | PN Thai/  ND Anh |  | 08/01/2020 |
|  | Check packing list information from Linde | PN Thai/  ND Anh |  | 08/01/2020 |
|  | Preparation for Signing contract on 08/01/2020 | ND Anh |  | 05/01/2020 |
|  | Prepare Performance Bond | ND Anh |  | 18/01/2020 |
|  | Prepare Insurance Cover | ND Anh |  | 18/01/2020 |
| IV | **PLANNING** |  |  |  |
|  | Prepare project schedule | VM Truong/ NV Thong |  | 07/01/2020 |
|  | Preparation for Receive of material on 15/01/2020 | DV Toàn |  | 10/01/2020 |
|  | Warehouse preparation – submitted request according to T&O information | DV Toàn | submitted | 10/01/2020 |
|  | Develop Construction sequence | VM Truong/ NT Ngoc |  | 07/01/2020 |
| V | **QA/QC** |  |  |  |
|  | Submit WPS and Welder to Company | N Huy Tuan |  | 05/01/2020 |
|  | WPS & Welder New Qualification | N Huy Tuan |  | 15/02/2020 |
|  | Test panel | CX AN |  | 20/01/2020 |
|  | Prepare ITP for CA/ Client involve | N Huy Tuan |  | 15/01/2020 |
|  | Prepare TR for NDE | N Huy Tuan |  | 10/01/2020 |
| VI | **ENGINEERING** |  |  |  |
|  | TR for Insulation materials   * Issued for review | NN Huy |  | 12/01/2020 |
| VII | **PROCUREMENT** |  |  |  |
|  | Procurement team require TR to issue early for purchase | BT Huong |  | Info |
|  | Procurement to develop Procurement plan for disciplines to follow | BT Huong |  | **TBA** |
|  | CE Team to input package list (materials/ services) for CE/ DE packages | TB Nam |  | 31/12/2019 |
|  | DE Team to input package list (materials/ services) for DE packages | NN Huy |  | 31/12/2019 |
|  | Construction team input package list for Construction services/ pressure testing | NT Ngoc |  | 31/12/2019 |
|  | QC Team input package list for QC services | N Huy Tuan |  | 31/12/2019 |
|  | TR for Load out service | TB Nam |  | 10/01/2020 |
| VIII | **CONSTRUCTION ENGINEERING** |  |  |  |
|  | MTO for Piping to be finalized   * TB Nam to distribute | TB Nam/ TLA Minh |  | 10/01/2020 |
|  | MTO for E&I to be finalized | TB Nam/TLA Minh |  | 10/01/2020 |
|  | Check if drawings require Client approval | ND Anh/  TB Nam |  | 08/01/2020 |
|  | Check Hydro test pack issued by Client or CE   * CE will issue TP | ND Anh/ TB Nam | Closed | 08/01/2020 |
|  | TR for E&I Support | TB Nam/TLA Minh |  | 12/01/2020 |
|  | PMS Operation preparation | Nam TB/Hung NV |  | 05/01/2020 |
|  | Issue shop drawing | TB Nam |  | ~~15/02/2020~~  01/02/2020 |
| IX | **CONSTRUCTION** |  |  |  |
|  | First cutting preparation 15/02/2020 | NT Ngoc |  | 10/02/2020 |
|  | Workshop preparation | NT Ngoc |  | 15/01/2020 |
|  | Mobilization plan for direct manpower | NT Ngoc |  | 20/01/2020 |
|  | Mobilization plan for equipment and tools | NT Ngoc |  | 20/01/2020 |
|  | Budget of consumables | NT Ngoc |  | ~~30/12/2019~~  15/01/2019 |
| X | **SERVICES/ SUB-CONTRACTOR** |  |  |  |
|  | Nil. |  |  |  |
| XI | **INTERFACES** |  |  |  |
|  | Nil. |  |  |  |
| XII | **AOB** |  |  |  |
|  | Nil |  |  |  |