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| From: PTSC M&C | | To: | | PTSC M&C |
| Discipline(s): | PROJECT MANAGEMENT TEAM | | | |
| Date / Time: | 20-Jan-2020 @ 09:30 to 11:30 AM | | | |
| Place of meeting: | PTSC M&C Room B02-OF3.02 | | | |
| Minute by: | Pham Nam Thai | |  | |
| **Subject:** | **Project Weekly Meeting** | | | |

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| --- | --- | --- |
| **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 Huyen | Procurement Coordinator | PTSC M&C |
| Tran Binh Nam | Construction Engineering Lead | PTSC M&C |
| Tran Hai Quan | HSE Manager | PTSC M&C |
| Doan Quoc Dung | Contract Engineer | PTSC M&C |
| Dang Van Toan | Material Controller | PTSC M&C |
| **Distribution List** | | |
| **Name** | **Title** | **Entity** |
| Nguyen Duong Lam | Project Director | PTSC M&C |
|  |  |  |

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| --- | --- | --- |
| **Name** | **Date** | **Signature** |
| Nguyen Huu Tuan | 20-Jan-2019 |  |
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| Item | **Subject** | **Action** | **Status** | **Due Date** |
| I | **GENERAL** |  |  |  |
|  | Finalize Office layout and mobilization   * Office is under completion. * Prepare Office layout: Done * Plan for mobilize: 03/02 | PN Thai |  | ~~05/01/2020~~  14/01/2020 |
|  | Finalize MDR based on LOA (List of Attachment)   * Sent to COMPANY for advise of numbering * TRs to include in MDR (cost-plus packages): TB Nam 20/01 | TV Sơn/ PN Thai |  | 13/01/2020 |
|  | Set-up document transfer protocol between PTSC MC & COMPANY   * Waiting for COMPANY response | TV Sơn |  | 14/01/2020 |
|  | Budget preparation for all Departments   * Received E&I, Painting/ Scaffolding, Structure, Piping * Pending weighing: * Additional budget: Welder skill test: submitted | Key PMT |  | ~~10/01/2020~~  14/01/2020 |
|  | Internal KOM Preparation - Each team (department) are requested to present the plan and execution.   * Final KOM * 1st draft * Agenda | Key PMT |  | ~~03/01/2020~~  ~~14/01/2020~~  03/02/2020 |
|  | Prepare MDR Project   * Received all disciplines’ feedback * Define critical document list | TV Son |  | 06/01/2020 |
|  | Set up account to transfer document via TeDa software from Company   * Waiting for COMPANY response * Critical documents to be sent via email in advance before TeDa is ready | TV Son |  | 14/01/2020 |
|  | Prepare CE MDR + AFC Received   * ~~Send on 06/01~~ | TB Nam |  | ~~15/01/2020~~  22/01/2020 |
|  | Project Executing Plan   * Received feedback from all disciplines * Finalize: 19/01 | PN Thai | Close | ~~12/01/2020~~  14/01/2020 |
|  | First cut preparation   * Shop drawings | NT Ngoc |  | 10/02/2020 |
|  | Request for Office facilities & stationary | PN Thai |  | 20/01/2020 |
| II | **HSE** |  |  |  |
|  | Prepare HSE Plan   * Submitted: 20/01 | TH Quan |  | 18/01/2020 |
|  | Set up HSE program for project | TH Quan |  | 18/01/2020 |
|  | Request for HSE | TH Quan |  | 21/01/2020 |
| III | **PROJECT CONTROL** |  |  |  |
|  | Prepare Performance Bond | ND Anh |  | 18/01/2020 |
|  | Prepare Insurance Cover   * Issued RFQ * CBE | ND Anh |  | ~~18/01/2020~~  01/03/2020 |
|  | Update signed contract to Linde server | ND Anh | Closed | 13/01/2020 |
| IV | **PLANNING** |  |  |  |
|  | Prepare project schedule   * 1st draft 06/01 * Detailed schedule 17/01 * Submitted: 19/01 | VM Truong/ NV Thong | Closed | ~~07/01/2020~~  17/01/2020 |
|  | Warehouse preparation   * Yard 2000m: provided * Warehouse: 120m2, requesting for shelves * 1st shipment: ETA 01/02 | DV Toàn/ NT Ngoc | Closed | 10/01/2020 |
|  | Report for completion of warehouse with photos   * Submitted: 17/01 | DV Toàn | Closed | 15/01/2020 |
|  | Prepare and submit Material handling procedure | DV Toàn |  | ~~17/01/2020~~  21/01/2020 |
|  | Detailed-90-DAY-Mobilisation Schedule   * Already sent to disciplines for review * To finalize schedule on 10/01: Done | VM Truong | Closed | 18/01/2020 |
| V | **QA/QC** |  |  |  |
|  | Submit WPS and Welder to Company   * submitted 08/01 * chase up for feedback 18/01 * Resent 19/01 | N Huy Tuan |  | 05/01/2020 |
|  | WPS & Welder New Qualification   * Propose solution including in Procedure 15/01 * To send COMPANY 22/01 | N Huy Tuan |  | 15/02/2020 |
|  | Test panel   * TR for painting 15/01: received * Intermemo for painting: 20/01 | CX An/ NT Ngoc |  | ~~20/01/2020~~  ~~10/02/2020~~  10/02/2020 |
|  | Prepare ITP for CA/ Client involve   * Follow COMPANY ITP * To send all ITP: 20/01 | N Huy Tuan |  | 15/01/2020 |
|  | Prepare TR for NDE   * Already sent to Ms Huyen 04/01/2020 * Request for NDE service 15/01 | N Huy Tuan | Closed | ~~10/01/2020~~  15/01/2020 |
|  | ~~As-Built Documentation including Quality Records/ Documentation~~ | ~~N Huy Tuan~~ |  | ~~monitor~~ |
|  | Performance & Skill test   * Budget submitted | N Huy Tuan | Closed | Feb-2020 |
|  | QA QC Plan   * Submitted: 18/01 | N Huy Tuan | Closed | 16/01/2020 |
|  | Consider for new Qualification of welders for new WPS | N Huy Tuan |  | 01/02/2020 |
| VII | **PROCUREMENT** |  |  |  |
|  | Procurement to develop Procurement plan for disciplines to follow   * Sent for review 07/01 | TTT Huyen | Closed | 14/01/2020 |
|  | Submit Tender plan for Cost-plus packages | TTT Huyen |  | 20/01/2020 |
|  | Proceed procurement cycle for TR of NDE | TTT Huyen |  |  |
|  | Proceed procurement cycle for TR of Insulation Block   * Sent to COMPANY for review first | TTT Huyen |  |  |
|  | Proceed procurement cycle for TR of Load out   * Sent to COMPANY for review first | TTT Huyen |  |  |
|  | Request for Welding material | NT Ngoc |  | 20/01/2020 |
| VIII | **CONSTRUCTION ENGINEERING** |  |  |  |
|  | MTO for Piping to be finalized   * TB Nam to distribute to all disciplines | TB Nam/ TLA Minh |  | ~~10/01/2020~~  10/02/2020 |
|  | MTO for E&I to be finalized   * Chase up COMPANY to provide sufficient drawings | TB Nam/TLA Minh |  | ~~10/01/2020~~  10/02/2020 |
|  | TR for E&I Support   * Chase up COMPANY to provide sufficient drawings | TB Nam/TLA Minh |  | ~~12/01/2020~~  05/02/2020 |
|  | Issue shop drawing | TB Nam |  | ~~15/02/2020~~  01/02/2020 |
|  | TR for Flange/ Bolt nuts/ Fitting/ Gasket   * Wait for MTO from COMPANY 19/01 | TB Nam/ NV Chung |  | ~~12/01/2020~~  21/01/2020 |
|  | TR for E&I Miscellaneous | TB Nam |  | ~~12/01/2020~~  05/02/2020 |
|  | TR for Galvanizing service | TB Nam |  | Apr-2020 |
|  | TR for Load-out service   * Submitted: 17/01 | TB Nam/ NM Duc | Closed | ~~10/01/2020~~  14/01/2020 |
|  | Develop construction sequence   * Submitted: 17/01 | NM Duc / NT Ngoc/ | Closed | ~~10/01/2020~~  15/01/2020 |
|  | TR for Insulation block   * Chase up COMPANY to provide sufficient drawings: Done, Submitted: 17/01 | VV Toan/ TB Nam | Closed | ~~12/01/2020~~  15/01/2020 |
|  | Materials for Structural Column supports   * Issue surplus list | NM Duc |  | ~~12/01/2020~~  07/02/2020 |
| IX | **CONSTRUCTION** |  |  |  |
|  | First cutting preparation 15/02/2020 | NT Ngoc |  | 10/02/2020 |
|  | Mobilization plan for direct manpower   * Manpower input form from Planning 06/01: * Done | NT Ngoc | Closed | 20/01/2020 |
|  | Equipment mobilization plan   * Done | NT Ngoc | Closed | ~~30/12/2019~~  15/01/2020 |
|  | Prepare Workshop for fabrication | NT Ngoc |  | 10/02/2020 |
| X | **SERVICES/ SUB-CONTRACTOR** |  |  |  |
|  | Nil. |  |  |  |
| XI | **PMS/ CMS** |  |  |  |
|  | CMS training   * Sent request for COMPANY, waiting for feedback | T Khang/ PN Thai |  | 14/01/2020 |
|  | PMS coordination | PN Thai |  | monitoring |
| XII | **INTERFACES** |  |  |  |
|  | Nil. |  |  |  |
| XIII | **AOB** |  |  |  |
|  | Nil |  |  |  |