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| From: PTSC M&C | | To: | | PTSC M&C |
| Discipline(s): | PROJECT MANAGEMENT TEAM | | | |
| Date / Time: | 03-Feb-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 | 03-Feb-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 | Closed | ~~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 * MDR is set-up, Access to TeDa is completed | TV Sơn | Closed | 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 07/02 * 1st draft 03/02 * Agenda 20/01 | 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 | Closed | 14/01/2020 |
|  | Prepare CE MDR + AFC Received   * Send on 03/02 | TB Nam |  | ~~15/01/2020~~  22/01/2020 |
|  | First cut preparation   * Shop drawings * Cutting plan CS 08/02 * Cutting plan SS 08/02 | NT Ngoc |  | 10/02/2020 |
|  | Request for Office facilities & stationary   * DCC action | PN Thai/ DCC |  | 20/01/2020 |
| II | **HSE** |  |  |  |
|  | Prepare HSE Plan   * Submitted: 20/01 | TH Quan | Closed | 18/01/2020 |
|  | Set up HSE program for project | TH Quan |  | 18/01/2020 |
|  | Request for HSE   * Submitted 3 request, approved 2 * Request for Safety panels | TH Quan |  | 21/01/2020 |
| III | **PROJECT CONTROL** |  |  |  |
|  | Prepare Performance Bond | ND Anh | Closed | 18/01/2020 |
|  | Prepare Insurance Cover   * Issued RFQ * CBE | ND Anh |  | ~~18/01/2020~~  01/03/2020 |
| IV | **PLANNING** |  |  |  |
|  | Prepare and submit Material handling procedure | DV Toàn | Closed | ~~17/01/2020~~  21/01/2020 |
|  | Prepare for progress measurement monthly basis | VM Truong |  | 08/02/2020 |
|  | Submit Progress Planning & Measurement Procedure | VM Truong |  | 08/02/2020 |
| V | **QA/QC** |  |  |  |
|  | 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 Done * RFQ | 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 |
|  | Consider for new Qualification of welders for new WPS | N Huy Tuan |  | 01/02/2020 |
|  | Prepare for PIM   * Video Conference 04/02 * Linde Rep. arrive 07/02 | N Huy Tuan |  |  |
| VII | **PROCUREMENT** |  |  |  |
|  | Submit Tender plan for Cost-plus packages   * Insulation block: ready for submit, waiting for Doc No. * Load-out: ready for submit, waiting for Doc No. * Material for pressure testing & preservation: | TTT Huyen |  | 20/01/2020 |
|  | Proceed procurement cycle for TR of NDE   * PAUT * Subcontractor | TTT Huyen |  |  |
|  | Proceed procurement cycle for TR of Insulation Block   * Sent to COMPANY for review first * Sent TR 20/01 | TTT Huyen |  |  |
|  | Proceed procurement cycle for TR of Load out   * Sent to COMPANY for review first * Sent RFQ 03/02 | TTT Huyen |  |  |
|  | Request for Welding material | NT Ngoc | Closed | 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 |  | ~~01/02/2020~~  08/02/2020 |
|  | 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/TLA Minh |  | ~~12/01/2020~~  05/02/2020 |
|  | TR for Galvanizing service | TB Nam | Delete | Apr-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 |
|  | Prepare Workshop for fabrication   * Mobilize fabrication team: 03/02 * Arrange fabrication resources in WS-08: 10/02 | NT Ngoc/ Trong |  | 10/02/2020 |
| X | **SERVICES/ SUB-CONTRACTOR** |  |  |  |
|  | Nil. |  |  |  |
| XI | **PMS/ CMS** |  |  |  |
|  | CMS training   * Sent request for COMPANY, waiting for feedback * Received token but cannot connect | T Khang/ PN Thai |  | 14/01/2020 |
|  | PMS coordination | PN Thai |  | monitoring |
| XII | **INTERFACES** |  |  |  |
|  | Nil. |  |  |  |
| XIII | **AOB** |  |  |  |
|  | Nil |  |  |  |