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| --- | --- | --- | --- | --- |
| From: PTSC M&C | | To: | | PTSC M&C |
| Discipline(s): | PROJECT MANAGEMENT TEAM | | | |
| Date / Time: | 11-Feb-2020 @ 09:00 to 11:30 AM | | | |
| Place of meeting: | PTSC M&C Room 03 – OF3.04 | | | |
| 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 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 | 11-Feb-2019 |  |
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| Item | **Subject** | **Action** | **Status** | **Due Date** |
| I | **GENERAL** |  |  |  |
|  | 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 * Closed | TV Sơn/ PN Thai | Closed | 13/01/2020 |
|  | Budget preparation for all Departments   * Received E&I, Painting/ Scaffolding, Structure, Piping * Pending weighing: * Additional budget: Welder skill test: submitted * Pending: GEWS(weighing & yard) , revised items Piping, painting E&I supports – 14/02/2020 | Key PMT |  | ~~10/01/2020~~  ~~14/01/2020~~  14/02/2020 |
|  | 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 * KOM with Company completed 07/02 | Key PMT | Closed | ~~03/01/2020~~  ~~14/01/2020~~  03/02/2020 |
|  | Prepare MDR Project   * Received all disciplines’ feedback * Define critical document list * Final MDR submitted | TV Son | Closed | 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 * TeDa is already setup for document transfer from PTSC MC | TV Son | Closed | 14/01/2020 |
|  | Prepare CE MDR + AFC Received   * Send on 03/02 | TB Nam | Closed | ~~15/01/2020~~  22/01/2020 |
|  | First cut preparation   * Shop drawings * Cutting plan SS 11/02 | NT Ngoc/ TB Nam |  | 10/02/2020 |
|  | Request for Office facilities & stationary   * DCC action * Request sent * Request is being processing by Administraction Dept | PN Thai/ DCC | Closed | 20/01/2020 |
| II | **HSE** |  |  |  |
|  | Set up HSE program for project | TH Quan |  | ~~18/01/2020~~  14/02/2020 |
|  |  |  |  |  |
| III | **PROJECT CONTROL** |  |  |  |
|  | Prepare Insurance Cover   * Issued RFQ * CBE | ND Anh |  | ~~18/01/2020~~  01/03/2020 |
|  | Send Invoice for payment   * Progress 21/02/2020 * Send Invoice 24/02/2020 | ND Anh |  |  |
|  | Site moving & Load out package   * Concern: delivery of trailer (mid of Sep) may not inline with Load-out schedule |  |  |  |
| IV | **PLANNING** |  |  |  |
|  | Prepare for progress measurement monthly basis | VM Truong | Closed | 08/02/2020 |
|  | Submit Progress Planning & Measurement Procedure   * submitted | VM Truong | Closed | 08/02/2020 |
|  | First progress to be submitted for review: 14/02/2020 | VM Truong |  | 14/02/2020 |
| 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   * Moved to Consctruction section | CX An/ NT Ngoc | Delete | ~~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   * Qualification for new WPS: March * Qualification for new welder: N/A | N Huy Tuan |  | 01/02/2020 |
|  | Prepare for PIM   * Video Conference 04/02 Done * Official PIM: 13/02/2020 * Linde Rep. arrive at Site: 18/02/2020 | N Huy Tuan |  | update |
|  | Issue documents for First cut:   * Quality Plan * ITP for Fabrication/ Installation * WPS * Welder list | N Huy Tuan |  | 15/02/2020 |
| VII | **PROCUREMENT** |  |  |  |
|  | Submit Tender plan for Cost-plus packages   * Insulation block: ~~ready for submit, waiting for Doc No.~~ Submit Tender plan IFQ 11/02/2020 * Load-out: ~~ready for submit, waiting for Doc No.~~ Submitted * 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 |  |  |
|  | Proceed procurement cycle of Insulation   * TBE 15/02/2020 | TTT Huyen |  |  |
|  | Update weekly report for procurement plan:   * Weekly Thursday | TTT Huyen |  |  |
| VIII | **CONSTRUCTION ENGINEERING** |  |  |  |
|  | MTO for Piping to be finalized   * TB Nam to distribute to all disciplines | TB Nam/ TLA Minh | Closed | ~~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 | Delete | ~~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   * Chase up COMPANY to provide sufficient drawings | TB Nam/TLA Minh |  | ~~12/01/2020~~  05/02/2020 |
|  | TR for Galvanizing service   * Check with Company regarding galvanizing for Instrument/ equipment support | TB Nam |  | Apr-2020 |
|  | Materials for Structural Column supports   * Issue surplus list | NM Duc |  | ~~12/01/2020~~  14/02/2020 |
| IX | **CONSTRUCTION** |  |  |  |
|  | First cutting preparation 15/02/2020 | NT Ngoc |  | 10/02/2020 |
|  | Prepare Workshop for fabrication   * Mobilize fabrication team: 03/02 Done * Arrange fabrication resources in WS-08: 10/02 Done | NT Ngoc/ Trong | Closed | 10/02/2020 |
|  | Arrange fabrication resources in WS-11 | NT Ngoc |  | 13/02/2020 |
|  | Issue Piping fabrication & installation procedure for Execution (IFE) | NT Ngoc |  | 11/02/2020 |
|  | Update MTO for Hydro-test   * Include plastic caps for preservation | NT Ngoc |  | 12/02/2020 |
|  | Generate workfront for piping | VM Truong/ PT Son |  | 13/02/2020 |
|  | Welding consumables   * TBE: 10/02/2020 * ETA: 18/03/2020 (400kg Tig & Stick) * Rebid (1000kg SS NC-36L) | NT Ngoc/ TTT Huyen |  | update |
|  | Issue TQ to propose to waive test panel requirement. | CX An/ NT Ngoc |  | 14/02/2020 |
|  | Test panel   * TR for painting 15/01: received * Inter-memo for painting: 20/01 Done * RFQ * TBE: * TBC: 13/02/2020 | CX An/ NT Ngoc |  | ~~20/01/2020~~  ~~10/02/2020~~  10/02/2020 |
| X | **SERVICES/ SUB-CONTRACTOR** |  |  |  |
|  | Nil. |  |  |  |
| XI | **PMS/ CMS** |  |  |  |
|  | CMS training   * Sent request for COMPANY, waiting for feedback * On-going training with Company | T Khang/ PN Thai / DV Toan/ |  | 14/02/2020 |
|  | PMS coordination | PN Thai |  | monitoring |
|  | PMS access to Linde project for all Team | PN Thai |  | 11/02/2020 |
|  | CMS data upload for received Materials | DV Toan |  | 14/02/2020 |
|  | PMS data upload for received Materials | DV Toan |  | TBA |
|  | PMS data upload from CE   * Piping : 200 drw (17/02 – 22/02) * E&I : TBA | TB Nam/ TLA Minh |  | 22/02/2020 |
| XII | **INTERFACES** |  |  |  |
|  | Nil. |  |  |  |
| XIII | **AOB** |  |  |  |
|  | Nil |  |  |  |