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| --- | --- | --- | --- | --- |
| From: PTSC M&C | | To: | | PTSC M&C |
| Discipline(s): | PROJECT MANAGEMENT TEAM | | | |
| Date / Time: | 25-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 Overview 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 |
| Bui Cao Khai | 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 |
| Nguyen Khac Trong | Piping/ Mech Supervisor | PTSC M&C |
| Tran Khang | Production Controller | PTSC M&C |
| Doan Quoc Dung | Contract Engineer | PTSC M&C |
| Chu Xuan An | Painting/ Scaffolding Supervisor | 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 | 25-Dec-2019 |  |
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| Item | **Subject** | **Action** | **Due Date** |
| I | **GENERAL** |  |  |
|  | **Introduction**  Project overview of general project information | NH Tuan |  |
|  | **PMT** |  |  |
|  | PMT submission for approval | NH Tuan |  |
|  | PMT to review quantity of E&I supervisor, P&M supervisor | NH Tuan |  |
|  | Office layout |  |  |
|  | Finalize Office layout and mobilization | NH Tuan/  PN Thai | 05/01/2020 |
|  | Transfer document from Bidding team to Execution team | TV Sơn/  ND Anh | 30/12/2019 |
|  | Document control, template, no. request, … | TV Sơn | 30/12/2019 |
|  | Set up Server and add user | PN Thai |  |
|  | Budget preparation for all Department | 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 |  |
| II | **HSE** |  |  |
|  | Nil. |  |  |
| 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 |
| 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 | DV Toàn | 10/01/2020 |
| V | **QA/QC** |  |  |
|  | Submit WPS and Welder to Company | BC Khai/ TQ Ngoc | 05/01/2020 |
|  | WPS & Welder New Qualification | BC Khai/TQ Ngoc | 15/02/2020 |
|  | Test panel | CX AN | 20/01/2020 |
|  | Project document list (MDR) | BC Khai | 08/01/2020 |
|  | Project Procedures preparation | All | 20/01/2020 |
| VI | **ENGINEERING** |  |  |
|  | TR for Insulation materials | 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** |
| VIII | **CONSTRUCTION ENGINEERING** |  |  |
|  | MTO for Piping/ 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 | ND Anh/ TB Nam | 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 | Nam TB | 15/02/2020 |
| IX | **CONSTRUCTION** |  |  |
|  | First cutting preparation 15/02/2020 | NT Ngoc | 10/02/2020 |
|  | Workshop preparation | NT Ngoc | 15/01/2020 |
|  | Mobilization direct manpower | Ngoc NT | 20/01/2020 |
|  | Mobilization equipment and tools | Ngoc NT | 20/01/2020 |
|  | Order consumable | Ngoc NT | 30/12/2019 |
| X | **SERVICES/ SUB-CONTRACTOR** |  |  |
|  | Nil. |  |  |
| XI | **INTERFACES** |  |  |
|  | Nil. |  |  |
| XII | **AOB** |  |  |
|  | Nil |  |  |