

MINUTE MEETING REPORT

Record No : 000-4-RC-0322

Date: 14-Oct-2024

Prepared by: Hanh DNV

Checked by: TienDT

Project (or Product) Name: PRE1 Action plan for Customer Satisfaction Review in 1H-2024

Project No. (if any):

Attendance: Tien DT

Ban NT

PhuocNB

ThangVD

HanhDNV

TyBH

TanNDD

Signature:

Distribute to:

Purpose of meeting:

1. DR-0

2. DR-1

3. DR-2

4. DR-3

5. Others

Action plan for Customer Satisfaction Review in 1H-2024

Action items:

No.	Catology	Requester	Issue/Action	PIC	Due date	Status	Record No
1	Product Structure Quality	TienDT	Standardize the matrix of problem escalation to make clear the case study and train for PRD and PRE engineer	Tỷ, Thu	30-Nov-24	Doing	
				Thắng			
				Hạnh			
				Tân			
2	FOV s service attitude	TienDT	Build training program for PRE1 engineer which includes training course of investigation method, reporting method and time management.	Tiến DT	30-Oct-24	Doing	
				Phước NB			
				Bản NT			
3	FOV s service attitude	TienDT	Monitoring yield of master cord and master ferrule, notify to concerning team when abnormality happen	Bản NT	30-Oct-24	Doing	
4	FOV s service attitude	TienDT	Improve method to follow up status of implementing WD: the WD must be confirm Accepting close by management position (chief).	Tien DT	14-Oct-24	Done	
				Phước NB			
				Bản NT			