


FUJIKURA FIBER OPTICS VIETNAM LTD.																																			
MEETING MINUTES																																			
FORM: 4-Pr-007-4-Fo-0004				Version: 03		Page: 1/1																													
Date: 26 Apr 2024				Prepared by: Nam HA			Record No: 4-Pr-007-4-Fo-0004-4-RC-0026																												
Project (or Product) Name: Pump CombinerProject No. (if any): NA																																			
Project leader: Nam HA																																			
<table><tr><td>Attendance:</td><td>Kien NT</td><td>Trung DN</td><td>Chien PH</td><td>Nam HA</td><td>Anh LTV</td><td>Ha VP</td><td>Tuan HT</td><td>Duc TM</td><td>Gam NTH</td><td>Thuong HTH</td><td>Van PNT</td></tr><tr><td>Section</td><td>BOM</td><td>PRE</td><td>PRE</td><td>PRE</td><td>PLN</td><td>PLN</td><td>PTE</td><td>QAE</td><td>HRM</td><td>QAE</td><td>QAE</td></tr></table>												Attendance:	Kien NT	Trung DN	Chien PH	Nam HA	Anh LTV	Ha VP	Tuan HT	Duc TM	Gam NTH	Thuong HTH	Van PNT	Section	BOM	PRE	PRE	PRE	PLN	PLN	PTE	QAE	HRM	QAE	QAE
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Section	BOM	PRE	PRE	PRE	PLN	PLN	PTE	QAE	HRM	QAE	QAE																								
Distribute to: PRD, PRE2, QAE, PLN, PTE, TRC																																			
Purpose of meeting:1. DR-02. DR-13. DR-24. DR-35. Others																																			
Comment (if any):																																			
Action items:																																			
No.	Reviewed items			Issue/Action		Requester	PIC	Due date	Status																										
1	Purchasing spec			Confirm to make clear requirement from spec SPC3-10767 , SPC3-10768		Trung DN	Van PNT	10-May	Done																										
2	Material specification			Inform FPL issue new spec for FBG fiber (SPC3-10769)		Trung DN	Nam HA	8-May	Done																										
3	Packing specification			Discussion to FPL to make clear requirement for packing (SPC3-10748)		Trung DN	Van PNT	10-May	Done																										
4	Break down customer requirerment			Update content to new form		Trung DN	Nam HA	7-May	Done																										
5	OP-QC-FMEA			Share draft version with FPL		Trung DN	Nam HA	3-May	Done																										
6	Product limit sample			Make sample & register control number at FOV		Trung DN	Nam - Vân	8-May	Done																										
7	Daily Check sheet for machine			Review & issue document (M2 system , microscope, OF600)		Trung DN	Nam - Tuan	8-May	Done																										
8	Setup target (Yield ratio, productivity)			Review & consider with FOV training result		Trung DN	Nam HA	3-May	Done																										
9	Layout production line			Prepare for layout : Thermal inspection, Filltration system		Trung DN	Nam - PTE	27-May	Done																										
10	Layout production line			Prepare consumption for new line (alcohol bottle , dust bin ...)		Trung DN	Luan VDH	13-May	Done																										
11	Other			Share list material to purchase for prepare trial run		Trung DN	Nam	3-May	Done																										
12	Other			Check requirement (MSA need or not) with FPL		Chien PH	Nam	8-May	Done																										
13	Other			Update list spare part to form		Trung DN	Nam	8-May	Done																										
14	Other			Update data measurent to FOV system		Thuong HTH	Nam - SES	10-May	Done																										
15	Other			Trainer study to understand process - training new OP after trial run		Nam HA	Gam NTH	20-May	Done																										
PRE2 controlled																																			
"Confidential: FOV's property, do not take out without FOV BOM's approval"																																			