

Weekly Summary

Date: March 18, 2025

Participants: Leticia Mellado, Martín Vega, Rodolfo Ortiz, Diana Martínez, Adrián Espinosa

Key Discussions and Updates

1. SAP Migration Project

Rodolfo Ortiz briefly mentioned the data migration topic in SAP, particularly related to the structure of the folders within the systems. This comment was very brief but is relevant as it could affect the progress of the project in Mexico. It is important to continue monitoring to see how this process will impact local operations and migration.

2. Project Planning and Formats

The creation of an Excel file to record the next steps of each meeting was discussed. This Excel file aims to visualize tasks and ensure that all team members are aligned with the timings and activities to be completed. Leticia Mellado has already delivered this Excel file.

3. Hours Tracking and Reports

The tracking of hours and how each team member should report their time was discussed. Leticia Mellado delivered a temporary format for hours tracking while a decision is made regarding whether a platform will be used. Adrián Espinosa will be in charge of reviewing this matter.

4. Archived Purchase Orders and Requirements

Diana Martínez mentioned that there is an urgent request regarding the archived purchase orders and how they should be handled. Rodolfo Ortiz mentioned that this could become a friction point with corporate, as creating PDFs for archived purchase orders could significantly impact the project.

Actions and Status

1. SAP Migration Project

- **Action:** Continue monitoring the impact of the data migration in SAP.
- **Responsible:** Rodolfo Ortiz
- **Status:** In progress
- **Estimated date:** To be defined

2. Project Planning and Formats

- **Action:** Leticia Mellado delivered the Excel with the next steps of the project.
- **Responsible:** Leticia Mellado
- **Status:** Completed
- **Estimated date:** March 17, 2025

3. Hours Tracking and Reports

- **Action:** Review the hours tracking format delivered by Leticia Mellado and decide whether a platform will be used or if the manual format will be maintained.
- **Responsible:** Adrián Espinosa
- **Status:** In progress
- **Estimated date:** To be defined

4. Archived Purchase Orders and Requirements

- **Action:** Diana Martínez will continue the discussion with corporate regarding the archived purchase orders, seeking a solution that does not impact the project.
- **Responsible:** Diana Martínez
- **Status:** In progress
- **Estimated date:** To be defined

Next Steps

- **Ongoing review of the project's progress with assigned tasks**
Responsible: Leticia Mellado
 Leticia Mellado will keep the Excel file updated with the next steps and ensure that all team members are aligned.
Estimated date: March 20, 2025
- **Ensure the team is aligned with delivery dates and next steps**
Responsible: Leticia Mellado
 Leticia Mellado will coordinate and monitor the progress of each activity according to the plan.
Estimated date: To be defined
- **Resolve friction points with corporate, especially regarding archived purchase orders**
Responsible: Diana Martínez
 Diana Martínez will continue the discussion with corporate and work towards a solution for the archived purchase orders.

Estimated date: To be defined

- **Review the hours tracking format and the potential implementation of a platform**

Responsible: Adrián Espinosa

Adrián Espinosa will review the format delivered by Leticia Mellado and decide whether a platform will be used or if the manual format will be maintained.

Estimated date: To be defined

Conclusion:

Today's meeting focused on reviewing the progress of the project and ensuring that all team members are aligned. Several points were resolved, such as the creation of an Excel file for tasks and the discussion of hours tracking. However, some matters are still pending, particularly regarding the archived purchase orders.