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## **Meeting Report Template**

**Title:** Meeting Report - January 15, 2026

**Meeting Summary** The meeting was held to discuss the next steps in preparing for the construction of a new factory. The main topics covered were the selection of the factory location, timeline, and budget.

**Key Takeaways** \* Direction: Popeşti Leordeni is the preferred location, with Dragomireşti as a backup option. \* Capacity: Fase one will have 120 tons per day, two standard lines, with preparation for expansion and a specialities line in fase two. \* Timeline: Selecting the land by January 31, 2026; concept design by February; authorization by March-April; project design and contractor bidding by May; contract signing in June; start of construction in July 2026. Estimated completion date is June 2027.

**Action Items** \* Bogdan: Coordinate a site visit for this week and complete the layout design by early February, plus provide a summary report by tomorrow. \* Cristi: Participate in the site visit, complete operational specifications by January 20, and provide a summary report by tomorrow. \* Andrei: Complete legal due diligence and send an update to the board.

## **Topics**

### **Teren (Location)**

The group discussed Popeşti Leordeni as the preferred location, with Dragomireşti as a backup option. The site visit will take place this week to finalize the selection of the factory location.

### **Capacitate și Plan de Lansare (Capacity and Launch Plan)**

The meeting covered the plan for the factory's initial capacity, which will be 120 tons per day, two standard lines, with preparation for expansion and a specialities line in fase two. The timeline was also discussed, including the authorization process and project design.

### **Licităție Echipamente (Equipment Bidding)**

The group agreed to hold a equipment bidding process in June 2026, with orders placed by October 2026.

### **Riscuri și Acțiuni (Risks and Actions)**

The meeting touched on potential risks, such as the possibility of noise pollution and traffic congestion. The group discussed ways to mitigate these risks, including using sound barriers and adjusting the logistics of deliveries and pickups.