

Here is the meeting report template filled in with the provided information:

Meeting Report Template

Title: Simulare ședință 1: Proiect fabrică de pâine București (plan 2026)

Date: December 5, 2025

Duration: 30 minutes

Attendees: Andrei Ionescu – Director de Proiect (Project Director), Bogdan Matei – Director Tehnic / Inginer Șef (Technical Director / Chief Engineer), Cristi Dumitrescu – Manager Operațiuni și Lansare Fabrică (Operations & Plant Launch Manager)

Meeting Summary:

The meeting was held to align on the planning and construction of the first bread factory in Bucharest, with a project timeline for 2026. The objective was to establish the steps leading up to the start of construction in July 2026 and key design elements, operations, and budget.

Key Takeaways:

- The project has received preliminary approval from the board for the sixth factory, the first one in Bucharest.
- The goal is to cover growing demand in the south zone and optimize distribution by reducing costs.
- The preliminary budget is €15 million with a 10% margin of error.
- Timeline milestones include having the land contract finalized and project authorization complete by the end of Q1 2026.

Action Items:

- Person X (Andrei): Define direction, obtain consensus on timeline, clarify dependencies, and decide next steps. Due date: [Insert due date].
- Person Y (Bogdan): Detail technical requirements, propose a realistic sequence for design and construction, and signal technical risks. Due date: [Insert due date].

Topics:

- **Teren și infrastructură utilități:** Bogdan presented on the technical concept of the factory, including the selection of technologies and production lines, identification of suitable terrain, and plan for utilities (water, gas, electricity, drainage). He also highlighted the need for standardization with existing factories.
- **Capacitate, fluxuri operaționale și plan personal:** Cristi discussed operational capacity, flowcharts, and personnel planning. He emphasized the importance of aligning with quality and food safety standards (HACCP, ISO).
- **Timeline detaliat până la iulie 2026, dependențe și riscuri:** The team reviewed the detailed timeline leading up to July 2026, including dependencies and risks.

Next Steps:

- Person 1 (Andrei): Establish direction, obtain consensus on timeline, clarify dependencies, and decide next steps.
- Person 2 (Cristi): Prepare operational requirements in design, estimate personnel needs, and plan for launch after construction.

Note: The Transcript JSON section is not included as it appears to be a raw transcript of the meeting. If you would like me to format it into a readable Markdown, please let me know!