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| YFVE APQP/PPAP/PPQP system requirements clarification meeting | | | | | |
| 1.23.2018 | | 13:00 – 17:00 | | YFVE Shanghai Office | |
| Meeting called by | Dora | | | | |
| Type of meeting | Customer Facing | | | | |
| Note taker | Clarence Jiang, Steven Wang | | | | |
| Timekeeper | Dora | | | | |
| Attendees | Christin, Steven Wang, Dora, Sharon, Clarence Jiang, Li Zhuo(YFVE), Wang(YFVE) | | | | |
| [Agenda Topic] | | | | | |
| 12:00 – 17:00 | Clarence Jiang | | | | |
| Discussion | Present the requirement understanding to customer | | | | |
| 1. Went through the requirements document (CRs analysis of YFVE(201180118).pptx) --- 100% completion | | | | | |
| 1. Went through the weekly report (Yanfeng SP-APQP PM Weekly Report20171203 get it in 20180118.xlsx) --- 100% completion | | | | | |
| 1. Introduction to system landscape; --- Steven Wang | | | | | |
| 1. Open Issue discussion | | | | | |
| Conclusions |  | | | | |
| Most of the open issues logged in the weekly report (Yanfeng SP-APQP PM Weekly Report20171203 get it in 20180118.xlsx) had been answered; Li zhuo raised more detailed requirements as well (had been logged in meeting note ). It’s time to prepare the project proposal, we need to hold an internal meeting to discuss the content of the proposal. | | | | | |
| Attachements: | | | | | |
| Action Items | | | Person Responsible | | Deadline |
| 1. Provide a proposal template and the outline. | | | Steven Wang | | 2018/1/24  100% completion |
| 1. Schedule a meeting for internal discussion. | | | Dora | | 2018/1/25  100% completion |
| 1. Prepare and deliver an end to end demo of APQP/PPAP for internal team | | | Chris | | 2018/1/25  100% completion |
| 1. Get Alined with Li Zhuo(YFVE) regarding the proposal outline and schedule the proposal presentation meeting. | | | Dora | | 2018/1/26  100% completion |
| 1. Proposal generation | | | Project team | | In processing, application architecture, system infrastructure, system security methodology and the project implementation methodology are ready |
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