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| [Meeting Title] | | | | | |
| 1.18.2018 | | 12:00 – 17:00 | | Omnex Shanghai Office | |
| Meeting called by | Christin | | | | |
| Type of meeting | YanFeng Visteon’s Requirements Sync | | | | |
| Note taker | Steven Wang | | | | |
| Timekeeper | Christin | | | | |
| Attendees | Christin, Steven Wang, Dora, Sharon, Clarence Jiang | | | | |
| [Agenda Topic] | | | | | |
| 12:00 – 17:00 | Clarence Jiang | | | | |
| Discussion | Introduction to YanFeng Visteon Project’s Requirements | | | | |
| 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) --- 30% completion | | | | | |
| 1. Rough introduction to APQP/PPAP/PPQP. --- 100% completion | | | | | |
| Conclusions |  | | | | |
| Still need more discussion with YFVE to identify some open issues logged in the weekly meeting report. The project team need to get familiar with current customer requirements and to do preparation for next CF meeting. Some none-functions requirements had been raised by customer, we need development team to support us regarding the none-functions’ requirement. | | | | | |
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| Action Items | | | Person Responsible | | Deadline |
| 1. Project members need to go through the weekly report. | | | Project Team Members | | 2018/1/22  100% completion |
| 1. Refine the agenda for next Tuesday’s customer meeting. | | | Clarence Jiang | | 2018/1/22  100% completion |
| 1. None-functional requirements feedback.    1. System structure and security       1. System infrastructure strategy and approach (including network, hardware, capabilities, stability, scalability)       2. System security methodology. (From system and application development layers) – to avoid network congestion, information disclosure, information tampering.       3. System logging strategy. (system level and application level)    2. System maintenance       1. System maintenance strategy and approach. (Account team and development team need to pay more attention to the following two requests:          1. One-year maintenance for all modules for free;          2. System need to keep the data for at least 5 years.) | | | Sabu | | System infrastructure, security methodology have been provided;  System maintenance had been confirmed in previous conversation, no need to track any more. |
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