



B.R.N. ENTERPRISE CO., LTD.

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Meeting Record — Project Initiation Checkpoint

Document	Meeting Record	Release	13/02/26 V1.0
Project	BRN WMS	Project code	200-WMS-26-001-00
Project period	05/01/26–24/08/26		

1. Purpose

This record documents the project checkpoint meeting held to authorize the start of development. It is the meeting counterpart to Progress Status Record 2 of 13; the task status reported here is the same as that recorded in that Progress Status Record.

This is a planning-phase authorization meeting held ahead of the implementation start date, so it records decisions taken rather than work completed.

2. Participants

No.	Name	Project role	Attendance
1	Seri Viriyasakultorn	Project Sponsor / Customer Representative / Authorized Approver	Attended
2	Apirach Supattaratpateep	Project Manager	Attended
3	Noppong Chareunsook	System Analyst	Attended
4	Thanakorn Sathitwitayakul	Developer	Attended
5	Parin Ngamkham	QA / Tester	Attended
6	Yaowalak Bangchomphoo	Document Control	Attended

Time and location were not recorded contemporaneously.

3. Agenda

No.	Item
1	Confirm the requirements and planning baseline ahead of its 18/02/26 finish
2	Authorize the start of controlled software implementation
3	Confirm repository, branch, and configuration-control arrangements
4	Confirm roles and reporting cadence for the execution phase

4. Project progress

Tasks 2.1 (collect customer requirements) and 2.2 (prepare the Software Project Plan) were reported complete. Task 2.3 (baseline requirements and schedule) was on track for its planned finish of 18/02/26, after which task 3.1 (initialize WMS application) would open with a planned start of 19/02/26.

5. Discussion and decisions

The Project Sponsor confirmed the requirements baseline and authorized development to begin on 19/02/26, once task 2.3 closes on 18/02/26. It was agreed that main would be the controlled integration baseline, that local configuration and secrets would be excluded from source control, and that progress would be reported per the Work Schedule task breakdown. No scope change was raised.

Action items

No.	Action	Owner	Target
1	Initialize the application repository and baseline structure, starting 19/02/26	Developer	25/02/26
2	Maintain progress reporting against the Work Schedule task IDs	Project Manager	Ongoing
3	Keep configuration and secrets out of version control	Developer	Ongoing

Next checkpoint

At the development baseline milestone.

6. Approval

Prepared by

Name: Apirach Supattaratpateep

Role: Project Manager

Signature: _____

Date: _____

Technical evidence provided by

Name: Thanakorn Sathitwitayakul

Role: Developer

Signature: _____

Date: _____

Reviewed and authorized by

Name: Seri Viriyasakultorn

Project roles: Project Sponsor / Customer Representative / Authorized Approver

Position: Managing Director

Company: B.R.N. Enterprise Co., Ltd.

Signature: _____

Date: _____