



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

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Meeting Record — Closure Preparation Checkpoint

Document	Meeting Record	Release	14/08/26 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 at the demonstration data and closure preparation milestone. It is the meeting counterpart to Progress Status Record 12 of 13; the task status and evidence reported here are the same as those recorded in that Progress Status Record.

Implementation evidence for this checkpoint: dd48a8b — Demo Data Population

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 population of controlled demonstration data
2	Review the completed test and validation execution of 10/08/26–14/08/26
3	Review remaining closure work against the project end date of 24/08/26
4	Agree the approach to remaining work products and signatures

4. Project progress

Task 4.7 (prepare demonstration data) closed at 100% on its planned date of 14/08/26. Tasks 4.4 and 4.5 passed their planned finish of 07/08/26 and were carried forward for evidence consolidation. Tasks 5.1 and 5.2 remained open against the project end date of 24/08/26. The 34 test cases and 12 validation scenarios were executed over 10/08/26–14/08/26.

5. Discussion and decisions

The Developer confirmed that controlled demonstration data had been populated to support validation and handover. The QA/Tester reported that the 34 defined test cases had been executed on the internal testing server and the Customer Representative reported that the 12 validation scenarios had been executed on the customer production environment, all over 10/08/26–14/08/26, with no open test defect. The meeting agreed that the remaining closure work — evidence consolidation, final repository and work-product review, independent verification and acceptance signatures — would be completed within the project period ending 24/08/26. No functional scope was added and no schedule change was required.

Action items

No.	Action	Owner	Target
1	Consolidate the test and validation results into the controlled work products	QA / Tester	17/08/26
2	Perform independent Round 2 verification of the work-product set	Document Control	17/08/26
3	Complete the final repository and work-product review	Project Manager / Document Control	24/08/26
4	Obtain Project Sponsor signatures on the controlled work products	Project Manager	24/08/26

Next checkpoint

Closure activities continue to the project end date of 24/08/26.

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: _____