



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

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Meeting Record — Stabilization Checkpoint

Document	Meeting Record	Release	03/08/26 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 post-development correction milestone. It is the meeting counterpart to Progress Status Record 11 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: b2c4374 — fix login and configurations

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	Review the login and environment configuration corrections made after the development baseline
2	Review the status of verification, validation and documentation tasks
3	Confirm the plan for demonstration data and final delivery checks

4. Project progress

Task 4.6 (configuration and login corrections) closed at 100% on its planned date of 03/08/26. Verification, validation and documentation tasks 4.3–4.5 remained in progress and were carried forward.

5. Discussion and decisions

The Developer reported that login and environment configuration issues identified after the development baseline had been corrected and committed. The meeting noted that the correction required linkage to the Correction Register and to verification evidence before closure. Verification and validation evidence consolidation was confirmed as the critical path to acceptance, and preparation of representative demonstration data was agreed as the next step.

Action items

No.	Action	Owner	Target
1	Record the correction in the Correction Register and link it to verification evidence	Developer	Before acceptance
2	Prepare representative demonstration data for validation and handover	Developer / Tester	14/08/26
3	Complete consolidation of verification and validation evidence	Project Manager / QA	Before closure

Next checkpoint

At the closure preparation 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: _____