

# Work Agenda for

## Business Trip to BD\*

PreTech Group Holdings Ltd.

\*18-May-2024 Fly from HK to BD  
19-24 May 2024 PreTech Team Onsite

# Agenda

**Date/time: 18-19 May-2024 (Sat. Sun)**

*\*All in local time*

#	Time	Topic	Details	Attendee
1	19:05 – 11:30(+1)	On the Way	<ul style="list-style-type: none"><li>• 10:30-11:30, 19-May flight DAC – SPD</li><li>• 11:30-13:00, 19-May SPD - BD Office</li></ul>	<b>Vito Louis</b>
2	13:00 ~ 14:00		Lunch Break	
3	14:30 - 16:30	Work Preparation	<ul style="list-style-type: none"><li>• IT Office</li></ul>	Vito Louis
4	16:30 ~ 17:30	Visit and Agenda Brief	<ul style="list-style-type: none"><li>• Management Office</li></ul>	Vito Louis

# Agenda

**Date/time: 20-May-2024 (Mon.)**

**Dept.: BD - Production**

*\*All in local time*

#	Time	Topic	Details	Attendee
5	09:00 ~ 12:00	Production <ul style="list-style-type: none"><li>• BOM and BOO</li><li>• Work Order</li></ul>	<ul style="list-style-type: none"><li>• Blueprint workflow</li><li>• System mapping</li><li>• Requirement list</li><li>• Proposal briefing</li></ul>	Louis Vito
6	12:00 ~ 14:00	Lunch Break		
7	14:00 ~ 17:00	Production <ul style="list-style-type: none"><li>• Work Order</li><li>• MRP</li><li>• MES Operation</li></ul>	<ul style="list-style-type: none"><li>• Blueprint workflow</li><li>• System mapping</li><li>• Requirement list</li><li>• Proposal briefing</li></ul>	Louis Vito
8	17:00 ~ 17:30	Wrap up	<ul style="list-style-type: none"><li>• A.O.B.</li></ul>	Louis Vito

# Agenda

**Date/time: 21-May-2024 (Tue.)**

**Dept.: BD – Warehouse**

*\*All in local time*

#	Time	Topic	Details	Attendee
9	09:00 ~ 12:00	Warehouse / Inventory <ul style="list-style-type: none"><li>• Details of WMS</li><li>• Mobile Warehouse</li></ul>	<ul style="list-style-type: none"><li>• Blueprint workflow</li><li>• System mapping</li><li>• Requirement list</li><li>• Proposal briefing</li></ul>	Louis Vito
10	12:00 ~ 14:00	Lunch Break		
11	14:00 ~ 17:00	Warehouse / Inventory <ul style="list-style-type: none"><li>• Details of WMS</li><li>• Mobile Warehouse</li></ul>	<ul style="list-style-type: none"><li>• Blueprint workflow</li><li>• System mapping</li><li>• Requirement list</li><li>• Proposal briefing</li></ul>	Louis Vito
12	17:00 ~ 17:30	Wrap up	<ul style="list-style-type: none"><li>• A.O.B.</li></ul>	Louis Vito

# Agenda

**Date/time: 22-May-2024 (Wed.)**

**Dept.: BD – Shipping & QC | Procurement**

*\*All in local time*

#	Time	Topic	Details	Attendee
13	09:00 ~ 12:00	Shipping & QC	<ul style="list-style-type: none"><li>• Blueprint workflow</li><li>• System mapping</li><li>• Requirement list</li><li>• Proposal briefing</li></ul>	Louis Vito
14	12:00 ~ 14:00		Lunch Break	
15	14:00 ~ 17:00	Procurement	<ul style="list-style-type: none"><li>• Blueprint workflow</li><li>• System mapping</li><li>• Requirement list</li><li>• Proposal briefing</li></ul>	Louis Vito
16	17:00 ~ 17:30	Wrap up	<ul style="list-style-type: none"><li>• A.O.B.</li></ul>	Louis Vito

# Agenda

**Date/time: 23-May-2024 (Thur.)**

**Dept.: BD - Production | Warehouse & QC | Procurement**

*\*All in local time*

#	Time	Topic	Details	Attendee
17	09:00 ~ 12:00	Production <ul style="list-style-type: none"><li>• Wrap up</li></ul>	<ul style="list-style-type: none"><li>• Proposal finalization</li></ul>	Louis Vito
18	12:00 ~ 14:00	Lunch Break		
19	14:00 ~ 16:00	Warehouse & QC <ul style="list-style-type: none"><li>• Wrap up</li></ul>	<ul style="list-style-type: none"><li>• Proposal finalization</li></ul>	Louis Vito
20	16:00 ~ 17:30	Procurement <ul style="list-style-type: none"><li>• Wrap up</li></ul>	<ul style="list-style-type: none"><li>• Proposal finalization</li></ul>	Louis Vito

# Agenda

*Date/time: 24 May-2024 (Fri.)*

#	Time	Topic	Details	Attendee
21	08:40 – 09:40	On the Way	<ul style="list-style-type: none"><li>flight SPD – DAC</li></ul>	<b>Vito Louis</b>
22	13:35 - 17:00	On the Way	<ul style="list-style-type: none"><li>flight DAC – BKK</li></ul>	<b>Vito Louis</b>
23	Next	Business Trip to CD		

THE END

Thank you!