

# Post Business Trip Report

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## Introduction

This report summarizes the outcomes of the business trip to Tokyo, Japan, from March 15th to March 20th, 2025, undertaken by the project management team. The trip's primary objective was to finalize the details of our collaboration with Sakura Tech and to observe their manufacturing facilities firsthand.

## Details of the Trip

- Dates:** March 15-20, 2025
- Location:** Tokyo, Japan
- Attendees:** Thomas Green (Project Manager), Emily White (Lead Engineer)
- Purpose:** To finalize the collaboration agreement with Sakura Tech and tour their facilities.

## Objectives and Outcomes

The trip aimed to seal a collaboration agreement with Sakura Tech, focusing on the integration of our software solutions with their hardware. The objectives were successfully met with the signing of a five-year agreement that includes collaborative development, cross-training, and shared marketing efforts.

## Meetings Summary

The visit included several key meetings, which are summarized as follows:

- Day 1:** Arrival and welcome session with Sakura Tech's senior management.
- Day 2:** Detailed discussion on project scope, milestones, and deliverables.
- Day 3:** Tour of Sakura Tech's R&D and manufacturing facilities.
- Day 4:** Workshops on cultural exchange and technical alignment.

- **Day 5:** Final review and signing of the collaboration agreement.
- **Day 6:** Departure.

These sessions provided valuable insights into Sakura Tech's operations and set a strong foundation for our collaborative projects.

## Expenses

The detailed expenses for the trip are as follows:

- **Airfare:** \$1,500 (round-trip tickets for two)
- **Accommodation:** \$1,200 (six nights in a business hotel)
- **Meals:** \$600 (daily dining at business-level establishments)
- **Transport:** \$400 (taxi fares and public transportation)
- **Miscellaneous:** \$300 (gifts, souvenirs, and unforeseen expenses)
- **Total:** \$4,000

## Challenges and Solutions

We encountered a significant challenge regarding the technical integration of our software with Sakura Tech's hardware. To address this, technical teams from both sides held extended sessions to outline necessary adjustments and set a timeline for integration tests.

## Conclusion and Recommendations

The trip to Tokyo was crucial in solidifying our relationship with Sakura Tech and setting a strategic path forward. Recommendations for the next steps include:

- Immediate initiation of the agreed technical adjustments and testing phase.
- Bi-monthly virtual meetings to monitor progress and resolve any issues.
- Planning a reciprocal visit by Sakura Tech's team to our facilities next quarter to further strengthen the partnership.

