**Study Name**

**Progress Meeting**

**Place, date, time**

*ESA Template Ver.1.0 19Mar2021*

Prepared by: ………

Ref. no: insert prime’s Reference Document, for instance: project\_name/MOM\_PM1/080219……

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| --- | --- | --- | --- |
| **Participants** | **Company** | **Signature** | **Distribution list** |
|  |  |  | Participants +  |
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| **Discussion Item** | **Action Item** |
| **Agenda**1. Introduction:
	1. Introduce participants – participation of end users is highly encouraged (All)
	2. Approval of Draft Agenda (All)
	3. Explain purpose of meeting (ESA)
2. Summary of the activities carried out since last milestone review (Contractor’s Team).
3. Review of the Action Item List (All)
4. Presentation and review of the intermediate version of documents (Contractor’s Team):
	1. Business Case (BC), including:
		1. Customer Identification and Value Proposition Definition (D1)
		2. Technical Feasibility Assessment (D2)
		3. Viability Assessment (D3)
	2. Proof of Concept (PoC) – requested are the outline of the proof of concept together with the identification of the critical aspects to be validated
	3. Project Web Page (PWP)
5. Update of the Project Planning (Project Bar Chart)
6. Planning for the activities to be carried out before the next milestone meeting (Contractor’s Team)
7. Set date/location for next milestone review (All)
8. A.O.B.
9. Agree on Action Item List (All)
10. Conclusions
11. Review of the Minutes of Meeting and Signatures (All)
 |  |
| 1. Participants were introduced. The purpose of the meeting was explained by ESA. The Draft Agenda was approved without modifications (or with modifications…, where applicable).  |  |
| 2. The project status and the summary of activities carried out since the last milestone review meeting were presented . The presentation was uploaded in the SharePoint Project Workspace (indicated as “SPPW” in the following). |  |
| 3. The Action Item List was reviewed. All the previous Actions Items have been closed (, except the following …., which are still open) | AI 1.X Brief description (Prime, due date DDMonYYYY) |
| 4. Presentation and review of the documents. |  |
| 5. Update of the Project Planning. |  |
| 6. Planning for the activities to be carried out before the next milestone meeting. |  |
| 7. The next meet is planned for DD MM YYYY. The meeting will take place in xxxxx. |  |
| 8. A.O.B. (if any).  |  |
| 9. The Action Items List were reviewed, identifying the Action Items required to be finalised to declare the Progress Meeting successful.All Actions Items were recorded in the SPPW before the end of the meeting, including the one reported below. |  |
| 10. ConclusionsThe Progress Meeting is considered successfully concluded subject to the closure of Action Items … (typically a subset of the AIs above).  |  |
| 11. The Minutes of the Meeting were reviewed and signed. |  |