**Study Name**

**BCR Meeting**

**Place, date, time***ESA Template Ver.1.0 19Mar2021*

Prepared by: ………

Ref. no: insert prime’s Reference Document, for instance: project\_name/MOM\_BCR/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 (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). *The PPT summarising the activities will be uploaded in the Sharepoint Workspace*
3. Review of Action Item List (All)
4. Presentation and review of the BCR documents (Contractor’s Team):
	1. Business Case, including:
		1. Customer Identification and Value Proposition Definition (D1)
		2. Technical Feasibility Assessment (D2)
		3. Viability Assessment (D3)
	2. Proof of Concept (D4)
5. Review Feasibility Studies Checklist (All)
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 (presentation uploaded in sharepoint). Main points discussed are summarised hereunder. | AI 2.X description (owner, due date DDMonYYYY)   |
| 3. The Action Item List was reviewed. All the previous Actions Items have been closed (, expect the following …., which are still open) |  |
| 4. Presentation and review of the documents. |  |
| 5. Review Feasibility Studies Checklist. The agreed version is attached to these Minutes. |  |
| 6. Planning for the activities to be carried out before the next milestone meeting. |  |
| 7. The next meeting 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 Business Case Review Meeting is considered successfully concluded subject to the closure of Action Items … (typically a subset of the AIs above).  |  |
| 101. The Minutes of the Meeting were reviewed and signed. |  |

Annex 1 – Feasibility Study Checklist