**Project Name**

**CDR Meeting**

**Place, date, time**

*Template Ver.1.3 – 10Nov2021*

Prepared by: ………

Ref. no: ………

|  |  |  |  |
| --- | --- | --- | --- |
| **Participants** | **Company** | **Signature** | **Distribution list** |
|  |  |  | Participants +  |
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| **Discussion Item** | **Action Item** |
| **Agenda**1. Introduction:
	1. Introduce participants - must include end users (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. Update of the Business Plan (BP) (All) *Visual and collaborative tools like the Business Model canvas are welcome during the meeting to support the update of the business case*
5. Presentation and review of the CDR documents (Contractor’s Team):
	1. System and Service Architecture (SSA)
	2. System Verification Document (SVD)
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 (, expect the following …., which are still open) |  |
| 4. Update of the Business Plan (BP) |  |
| 5. Presentation and review of the CDR documents. |  |
| 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 CDR successful.All Actions Items were recorded in the SPPW before the end of the meeting, including the one reported below. |   |
| 10. ConclusionsThe CDR 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. |  |
| 12. The signed Minutes of Meeting were uploaded in the SPPW. |  |