**Project Name**

**SAT Meeting**

**Place, date, time**

*Template Ver.1.2 – 10Nov2021*

Prepared by: ………

Ref. no: ………

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| --- | --- | --- | --- |
| **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. 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* 4. Presentation and review of the SAT documents (Contractor’s Team):    1. System Verification Document (SVD)    2. Pilot Utilisation Plan (PilUP)    3. Pilot Operations Summary Report (POSR) 5. Execution of the subset of tests to be performed with ESA for the SAT and compilation of results (All). *Test results will be attached to the signed MoM* 6. Set the date for the start of the pilot-demonstration 7. Planning for the activities to be carried out before the next milestone meeting (Contractor’s Team) 8. Set date/location for next milestone review (All) 9. A.O.B. 10. Agree on Action Item List (All) 11. Conclusions 12. 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 SAT documents. |  |
| 6. Execution of the subset of tests to be performed with ESA for the SAT and compilation of results (All). *Test results will be attached to the signed MoM* |  |
| 7. Set the date for the start of the pilot-demonstration |  |
| 8. Planning for the activities to be carried out before the next milestone meeting |  |
| 9. The next meet is planned for DD MM YYYY. The meeting will take place in xxxxx. |  |
| 10. A.O.B. (if any) |  |
| 11. The Action Items List were reviewed, identifying the Action Items required to be finalised to declare the SAT successful. |  |
| 12. Conclusions  The SAT meeting is considered successfully concluded subject to the closure of Action Items … (typically a subset of the AIs above). |  |
| 13. The Minutes of the Meeting were reviewed and signed. |  |
| 14. The signed Minutes of Meeting were uploaded in the SPPW. |  |