**Project Name**

**BDR Meeting**

**Place, date, time**

*Template Ver.1.3 – 20Jun2022*

Prepared by: ………

Ref. no: ………

|  |  |  |  |
| --- | --- | --- | --- |
| **Participants** | **Company** | **Signature** | **Distribution list** |
|  |  |  | Participants +  |
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| **Discussion Item** | **Action Item** |
| **Agenda**1. Introduction:
	1. Introduce participants – users/customers involved in the Pilot should participate as well (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 attached to the signed MoM or uploaded in the SharePoint Project Workspace (SPPW)*
3. Review of the Action Item List in the SharePoint Project Workspace (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 BDR documents (Contractor’s Team):
	1. Requirements Document (RD)
	2. System and Service Architecture (first draft) (SSA)
	3. Project Web Page (PWP)
	4. Project Bar Chart (PBC)
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 (see PPT “…………” in the Sharepoint Project Workspace (SPPW)).  | AI 2.1 Upload in SPPW the presentation provided at BDR (Prime, 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. Update of the Business Plan (BP) |  |
| 5. Presentation and review of the BDR 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 BDR successful.All Actions Items will be recorded in the Sharepoint Project Workspace by….. , indicating with High Priority the Action Items that need to be closed for the finalisation of the meeting, as indicated above. Actions completed for the team will be set to “Completed, waiting for ESA confirmation”, which will be updated to “Completed” by ESA Technical Officer upon verification. |   |
| 10. ConclusionsThe BDR 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. |  |