**Project Name**

**FAT Meeting**

**Place, date, time**

*Template Ver.1.3 – 22Feb2023*

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. Review of the Action Item List (All) 4. Confirm that that the co-funding is in place in accordance with what indicated in the Full Proposal 5. 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* 6. Presentation and review of the FAT documents (Contractor’s Team):    1. System Verification Document (SVD) (including results of internal acceptance testing executed prior FAT meeting)    2. Pilot Utilisation Plan (PilUP) 7. Execution of the subset of tests to be performed with ESA for the FAT and compilation of results (All). *Test results will be attached to the signed MoM* 8. Planning for the activities to be carried out before the next milestone meeting (Contractor’s Team) 9. Set date/location for next milestone review (All) 10. A.O.B. 11. Agree on Action Item List (All) 12. Conclusions 13. 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. Confirmation that that the co-funding is in place in accordance with what indicated in the Full Proposal. In case the co-funding arrangement has changed, evidence of the new set up shall be provided. |  |
| 5. Update of the Business Plan (BP) |  |
| 6. Presentation and review of the FAT documents. |  |
| 7. Execution of the subset of tests to be performed with ESA for the FAT and compilation of results (All). Test results will be attached to the signed MoM |  |
| 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 FAT successful. |  |
| 12. Conclusions  The FAT 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, signed and uploaded in the SPPW. |  |