**DRAFT AGENDA for (Project name)**

**Negotiation/Kick-Off meeting**

**Place, date, time**

1. Introduction:
   1. Introduce participants (All)
   2. Explain purpose of meeting (ESA)
   3. Approval of Draft Agenda (All)
2. Presentation of the project and of the companies (Contractor’s Team). *The PPT will be attached to the signed MoM or uploaded in daptiv*
3. Discuss clarification/negotiation points (All)
4. Complete details on draft contract (All)
5. Confirmation of Bidder Code(s) of prime and sub-contractors (Contractor’s Team)
6. Explain Monthly Progress Reports (MPR), including current status updates (ESA)
7. Explain Project Web Page for ESA Telecom website (needed by Baseline Design Review) (ESA)
8. Introduce web-based project planning and collaboration tool “daptiv”, including “ground rules” for utilisation (ESA)
9. Planning for the activities to be carried out before the next milestone meeting (Contractor’s Team)
10. Set date and location for next milestone review (All)
11. Agree on Action Item List (All)
12. Conclusions
13. Review of the Minutes of Meeting and Signatures (All)
14. A.O.B.