**DRAFT AGENDA for (Project name)**

**Baseline Design Review (BDR)**

**Place, date, time**

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). *The PPT summarising the activities will be attached to the signed MoM or uploaded in Daptiv*
3. Review of the Action Item List in Daptiv(All)
4. Presentation and review of the BDR documents (Contractor’s Team):
   1. Requirements Document (RD)
   2. Pilot Utilisation Plan (PilUP)
   3. Business Plan (BP)
5. Project web page for ESA Telecom website (PWP) (Contractor’s Team)
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. Agree on Action Item List (All)
9. Conclusions
10. Review of the Minutes of Meeting and Signatures (All)
11. A.O.B.