**DRAFT AGENDA for (Project name)**

**Critical Design Review (CDR)**

**Place, date, time**

1. Introduction:
   1. Introduce participants (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 (All)
4. Presentation and review of the CDR documents (Contractor’s Team):
   1. Pilot System Architecture (PSA), including the DJF (Design Justification File)
   2. System Verification Document (SVD)
5. Planning for the activities to be carried out before the next milestone meeting (Contractor’s Team)
6. Set date/Location for next milestone review (All)
7. Agree on Action Item List (All)
8. Conclusions
9. Review of the Minutes of Meeting and Signatures (All)
10. A.O.B.