**DRAFT AGENDA for (Project name)**

**Factory Acceptance Test (FAT)**

**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 documents (Contractor’s Team):
   1. System Verification Document (SVD) (including results of internal acceptance testing executed prior FAT meeting)
   2. Pilot Utilisation Plan (PilUP)
5. List of all hardware, software and content produced or procured (HW, SW and CNT)
6. 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*
7. Planning for the activities to be carried out before the next milestone meeting (Contractor’s Team)
8. Set date for next milestone meeting review(All)
9. Explain Pilot Operations Summary Report (POSR) to be completed weekly, from first pilot installation (ESA)
10. Agree on Action Item List (All)
11. Conclusions
12. Review of the Minutes of Meeting and Signatures (All)
13. A.O.B.