**DRAFT AGENDA for (Project name)**

**SAT, on-Site Acceptance Test**

**Place, date, time**

1. Introduction:
	1. Introduce participants (All)
	2. Approval of Draft Agenda (All)
	3. Explain purpose of meeting (ESA)
2. Summary of activities carried out since the last milestone meeting (Contractor’s Team) *The ppt summarising the activities will be attached to the signed MoM*
3. Review of the Action Item List (All)
4. Presentation and review of the SAT documents (Contractor’s Team):
	1. Pilot Utilisation Plan (PilUP) including discussion of Key Performance Indicators
	2. System Verification Document (SVD)
	3. Pilot Operations Summary Report (POSR) (if already applicable)
5. Execution of the tests to be performed with ESA for the SAT and compilation of results (All). *Test results will be attached to the signed MoM*
6. Planning for the activities to be carried out before the next milestone meeting (Contractor’s Team)
7. Set date for the next milestone meeting 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.