ACTIVITY NAME – ACTIVITY ID

Milestone Review Name Meeting

Place, date, time

Ref. no: insert prime’s Reference Document, for instance: activity\_name/MOM\_MSx/080219……

|  |  |  |  |
| --- | --- | --- | --- |
| **Participants** | **Company** | **Signature** | **Distribution list** |
| ESA TO | ESA |  |  |
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| **Discussion Item** | **Action Item** |
| **Agenda**1. Introduction:
	1. Introduce participants (All)
	2. Explain purpose of meeting (ESA)
	3. Approval of Draft Agenda (All)
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 the project on-line collaboration tool*
3. Review of the Action Item List (All)
4. Presentation and review of the [Milestone Review Name] documents (Contractor’s Team):
	1. [Deliverable 1]
	2. [Deliverable 2]
	3. …
	4. Activity Web Page (AWP)
	5. Project Planning
5. Marketing Events/Promotion Events participation (if any)
6. Planning for the activities to be carried out before the next milestone review meeting (Contractor’s Team)
7. Set date/location for next milestone review (All)
8. A.O.B.
9. Agree on Action Item List (All)
10. Conclusions
11. Review of the Minutes of Meeting and Signatures (All)
12. Upload the Minutes of the Meeting in Activity Portal (Prime)
 |  |
| 1. Participants were introduced. The purpose of the meeting was explained by ESA. The Draft Agenda was approved without modifications (or with modifications…, where applicable).  |  |
| 2. The activity status and the summary of tasks carried out since the last milestone review meeting were presented (see PPT “…………” in the Activity Portal).  | AI X.Y Upload in Activity Portal the presentation provided at Milestone Review Name (Prime, due date DDMonYYYY):  |
| 3. The Action Item List was reviewed. All the previous Actions Items have been closed (except the following …., which are still open) |  |
| 4. Presentation and review of the Milestone Review Name documents:* 1. [Deliverable 1] has been accepted/has not been accepted and shall be reviewed (indicate the required modifications (e.g. implement the comments in the deliverable and/or answer to the RIDs.)
	2. ….
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| 5. Marketing Events/Promotion Events participation (if any) |  |
| 6. Planning for the activities to be carried out before the next milestone review meeting |  |
| 7. The next meeting is planned for DD MM YYYY. The meeting will take place in xxxxx. |  |
| 8. A.O.B. (if any) |  |
| 9. The Action Items List were reviewed, identifying the Action Items required to be finalised to declare the Milestone Review Name successful. All Actions Items were recorded in the Activity Portal before the end of the meeting, including the one reported below. |   |
| 10. ConclusionsThe Milestone Review Name meeting is considered successfully concluded subject to the closure of Action Items … (typically a subset of the AIs above).  |  |
| 11. The Minutes of the Meeting were reviewed and signed. |  |
| 12. The signed Minutes of Meeting were uploaded in the Activity Portal |  |