**DRAFT AGENDA for (Project name)**

**Negotiation Meeting**

**Place, date, time**

**v.1.1**

1. Introduction:
	1. Explain purpose of meeting (ESA)
	2. Introduce participants (All)
	3. Approval of Draft Agenda (All)
2. Presentation of the project and of the companies (Contractor’s Team). *The PPT will be attached to the signed MoM or uploaded in daptiv*
3. Review of the Tender Evaluation results (ESA)
4. Discuss clarification/negotiation points (All)
5. Complete details on draft contract (All)
6. Confirmation of Bidder Code(s) of prime and sub-contractors (Contractor’s Team)
7. Explain Monthly Progress Reports (MPR), including current status updates (ESA)
8. Explain Project Web Page for ESA ARTES website (needed by Design Review) (ESA)
9. Introduce web-based project planning and collaboration tool “daptiv PPM” (ESA)
10. Planning for the activities to be carried out before the next milestone meeting (Contractor’s Team)
11. Set date and location for next milestone review (All)
12. A.O.B.
13. Agree on Action Item List (All)
14. Conclusions
15. Review of the Minutes of Meeting and Signatures (All)