**Project Name**

**Negotiation/Kick-Off meeting**

**Place, date, time**

Prepared by: ………

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| **Participants** | **Company** | **Signature** | **Distribution list** |
|  |  |  | Participants + |
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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. 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. Discuss clarification/negotiation points (All) 4. Complete details on draft contract (All) 5. Confirmation of Bidder Code(s) of prime and sub-contractors (Contractor’s Team) 6. Provide evidence that all contracts with subcontractors are in place and signed, and attach this to the MoM of this meeting (or at the latest, to the First Milestone Meeting MoM. (Contractor’s Team) 7. Explain Monthly Progress Reports (MPR), including current status updates (ESA) 8. Explain Project Web Page for ESA Telecom website (needed by Baseline Design Review) (ESA) 9. Introduce web-based project planning and collaboration tool “daptiv”, including “ground rules” for utilisation (ESA) *[The ground rules affecting documents’ repository, actions’ tracking and notifications are pre-loaded within the daptiv project template to create a new project]* 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. Agree on Action Item List (All) 13. Conclusions 14. Review of the Minutes of Meeting and Signatures (All) 15. A.O.B. | “ |
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| **Conclusions:**  The NM is considered ………….. subject to the closure of Actions …………..  The signature of the contract is subject to ………..  All Actions Items will be recorded in Daptiv as Issues by….. , indicating with High Priority the Issues that need to be closed for the finalization of the NM, as indicated above.  The start of the project activities is set on DDMonYYYY. |  |