**DRAFT AGENDA for (Project name)**

**Design Review (DR)**

**Place, date, time**

**v.1.1**

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 in Daptiv (All)
4. Presentation and review of the DR documents (Contractor’s Team):
   1. Development Document (DD)
   2. Verification and Validation Document (VVD)
5. Project web page for ESA ARTES website (PWP) (Contractor’s Team)
6. Planning for the activities to be carried out before the next milestone 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)