# DRAFT AGENDA for (Project name)

# Acceptance Tests (AT)

**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 (All)
4. Presentation and review of the AT documents (Contractor’s Team):
   1. Business Plan (BP)
   2. Development Document (DD)
   3. Verification and Validation Document (VVD)
   4. List of hardware, software, content developed or procured
5. Planning for the activities to be carried out before the next milestone meeting (Contractor’s Team)
6. Set date for the Final Review (FR) (All)
7. A.O.B.
8. Agree on Action Item List (All)
9. Conclusions
10. Review of the Minutes of Meeting and Signatures (All)