ACTIVITY NAME – ACTIVITY ID

Part in Yellow shall be edited!

Kickoff Meeting

Place, date, time

ESA Template KO 1.0

Prepared by: ………

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Participants** | **Company** | **Signature** | **Distribution list** |
| ESA TO | ESA |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Discussion Item** | **Action Item** |
| **Agenda**1. Introduction:
	1. Introduce participants (All)
	2. Explain purpose of meeting (ESA)
	3. Approach for the MoM and presentation of the related template (ESA)
	4. Approval of Draft Agenda (All)
2. Presentation of the activity and of the companies (Contractor’s Team).
	1. Short presentation of activity
	2. Planning of activities before 1st Milestone Meeting
	3. Update of Risk Analysis
3. Explain Monthly Progress Reports (MPR), including current status updates (ESA)
4. Explain Activity Web Page for InCubed website (needed by First Milestone MS1) (ESA)
5. Introduce and demonstrate the Activity Portal created in SharePoint for uploading documents and create and manage Actions (ESA) if not already done
6. Delivery of one slide summary : objective + key points (ESA)
7. Set date and location for next milestone review (All)
8. A.O.B.
9. Agree on Action Item List and record them in the Activity Portal(All)
10. Conclusions
11. Review of the Minutes of Meeting and collect Signatures (All)
12. Upload the Minutes of the Meeting in Activity Portal (Prime)
 |  |
| 1. Participants were introduced. The purpose of the KO was explained by ESA. The Draft Agenda was approved without modifications (or with modifications…, where applicable).  |  |
| 2. The activity, the consortium, the planning and the updated risk analysis were presented. The presentation was uploaded in the Activity Portal  |  |
| 3. The Monthly Progress Report was introduced and explained by ESA, with the status to update the Activity Web Page.  |  |
| 4. The Activity Web Page with associated procedures for submission, publication and possible updates was presented by ESA. The Activity Web Page shall be delivered to ESA for the finalization of the 1st Milestone Meeting. | AI 2.X Provide to ESA the Activity Web Page (Prime, due date MS1):  |
| 5. The Activity Portal dedicated to the activity was presented and explained by ESA. The way to use the Deliverables Library for uploading documents was demonstrated by ESA. The way to record and manage Actions were explained by ESA.  |  |
| 6. The one slide summary was explained and an agreement was found on its delivery  | AI 1.X Provide to ESA the one slide summary (Prime, due date MS1): |
| 7. The MS1 was 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 finalized to declare the KO successful. These actions are reflected in the conclusion below.All Actions Items were recorded in the Activity Portal before the end of the meeting, including the one reported below. |   |
| 10. ConclusionsThe KO 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 |  |