

Supervisor meeting DD.MM

Time:

Duration:

Participants:

Notes:

1. Approval of agenda
2. Approval of minutes of meeting from last advisor meeting
3. Comments to the minutes from last customer meeting
4. Approval of the status report:
 - a. Summary
 - b. Work done in this period:
 - i. Development
 - ii. Status of the documents that are being created:
 - iii. Meetings
 - iv. Website and blog
5. Problems
6. Planning of work for the next period
 - a. Meetings
 - b. Activities
7. Other
8. Review/approval of attached phase document