

Standards Minutes Format

Meeting: *Stesura RAD:v1.1* **Facilitator/Chairperson:** *Francesco Sciretta*
Date: *04-11-2017* **Note Taker:** *Giovanni Del Gaudio*
Location: *Team Viewer meeting* **Time Keeper:** *Felice Napolitano*

In Attendance: *Francesco Sciretta*
Giovanni Del Gaudio
Felice Napolitano

Absent:

cc.: *Indicare le persone a cui è mandato il verbale per conoscenza (oltre ai partecipanti e agli assenti)*

Next Meeting : *4-11-2017*

Item Category: A - action D - decision R - action rolled over
 C - complete N – note

0.	Review Previous Minutes	A/C/D N/R	Person	Date Req'd	Original Clearance Date for Rolled over actions
0.1	<i>Stesura RAD v.1.1</i>	A/R/N	<i>FS,GD, FN</i>	<i>4-11- 2017</i>	<i>20/10/2017</i>

1.	Argomento 1	A/C/D N/R	Person	Date Req'd	Original Clearance Date for Rolled over actions
1.1	<i>Aggiunta User Case, State Chart Diagram, MockUp</i>	A/D/N	<i>FS,GD, FN</i>	<i>4-11- 2017</i>	<i>4-11-2017</i>
1.2	<i>Item 2 dell'argomento 1</i>				
...	...				

2.	Argomento 2.	A/C/D N/R	Person	Date Req'd	Original Clearance Date for Rolled over actions
2.1	<i>Item 1 dell'argomento 2</i>				
...	...				

...	...	A/C/D N/R	Person	Date Req'd	Original Clearance Date for Rolled over actions
...	...				
...	...				

...	Next meeting	A/C/D N/R	Person	Date Req'd	Original Clearance Date for Rolled over actions
....	<i>Data e luogo del prossimo meeting</i>				

Allegati