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 | | |
| **Absent:** | Felice Napolitano | | |
|  |  | | |
| **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

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

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

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| **2.** | **Argomento 2.** | **A/C/D**  **N/R** | **Person** | **Date**  **Req'd** | **Original Clearance Date for Rolled over actions** |
| **2.1** | Item 1 dell’argomento 2 |  |  |  |  |
| **…** | … |  |  |  |  |

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

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

## Allegati