

Protocol taken at decision meeting the 3rd February 2010.

Meeting hours: 13.00 – 15.00.

Present: Jonas Mattsson (secretary), Martin Ruzicka, Hans Sanell, Henrik Nilsson, Sebastian Rehnby, Vamsi Seshabhattaru (participants)

Decisiongate is ☐ approved
 ☐ approved with additional worklist
 ☐ not approved, date for new meeting: _____
 ☐ not approved, project cancelled

Acquirers signature: _____

| | Yes | No |
|--|-----|----|
| 1. Was the relevant material distributed before the meeting? | | |
| 2. Does the software requirement specification give a clear picture of the project requirements? | | |
| 3. Are all requirements unambiguous and measurable? | | |
| 4. Is the software requirement specification consistent with the project plan? | | |
| 5. Is the prioritisation reasonable and in accordance with the goals of the project? | | |
| 6. Are the requirements approved by the project group and the acquirer? | | |
| 7. Is it reasonable and likely that the project can be completed on time? | | |
| 8. Is there an attached additional worklist? | | |

Documents to circulate before the meeting:

- Project directives
- Project Plan
- Software Requirement Specification

Additional worklist

| Item | Description | Responsible | Deadline |
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