

Protocol taken at decision meeting the 5th February 2010.

Meeting hours: 10.00 – 12.00.

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

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