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| Date: | \*\* / \*\* / \*\* |
| Version |  |
| Prepared by: | Name |
| Prepared for: |  |
| MSA Focus Reference |  |

*ForeTV Documentation*

***Site Visit Report***

***Project: Document Title***



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# Document History

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Date** | **Reason For Changes** | **Version** |
| Simon Flack | 31/03/2014 | Creation of document | 1.0 |
|  |  |  |  |
|  |  |  |  |

# Document Overview

|  |  |
| --- | --- |
| Project |  |
| Client |  |
| Location |  |
| Dates of Visit |  |
| Attendees |  |
| Date Created |  |
| Author |  |

# Purpose of Visit

Brief background on client and the reasons for visiting them

# Visit Details (Meetings / Interviews / Training etc)

The following provides a summary of all meetings, interviews, discussions and training sessions undertaken during the visit.

## Day 1 Summary

Brief description here

## Day 2 Summary

Brief description here

# Bugs Identified

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Bug Description | Priority | Status |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Gaps Identified

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Gap Description | Priority | Status |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Concerns & Issues

|  |  |  |
| --- | --- | --- |
| Reference | Description | Potential Impact |
|  |  |  |
|  |  |  |
|  |  |  |