



Deliverables Acceptance Meeting Minutes

CONFIRM APPROVAL OF DELIVERABLES

What is Deliverables Acceptance Meeting Minutes

It is an official, contractual document made between the customer (internal or external) and the supplier or service provider, confirming the delivery and reception of the products or services ordered in the first place.

When to use it?

This document will mark the end of the execution phase.

The delivery of the service or product must be done as specified contractually when signing the Project Charter and the Detailed Requirements.

How to use it?

- Start with a detailed description of the deliverables, while reminding their objectives
- Collect stakeholder approvals and transcribe them in the dedicated section
- Note any reservations from stakeholders, and comments

Document structure

- Description of the deliverables
- Approvals
- Reservations
- Signatures