

INSERT LOGO's

Project nr.:

Minutes for steering group meeting nr. X in [project title]

Date, Time

Place, address, Room

Participants: NN (part 1)
NN (part 2)
NN (part 3)
NN (part 4)
NN (Innovation Fund Denmark)

Agenda:

1. Welcome by chairman of the steering group
2. Approval of agenda
3. Approval of minutes from latest steering group meeting
4. Project leader's status
 - i. General status: where are we? (Gantt-chart)
 - ii. Results and activities in the past period
 - iii. Critical challenges and actions in the coming period
5. Financial status versus project progress
 - i. Total budget for the project (Burn Rate)
 - ii. Budget status on partner and workpackage level versus project progress
6. Status of the partners: Are the project and its vision still relevant?
7. Information from IFD
8. Date for the next steering group meeting
9. Any other business

ad 1:

ad 2: The agenda was approved with the following changes

ad 3: The minutes from the latest steering group meeting was approved

ad 4: Project leader NN gave a status of the project with following remarks

Decision:

ad 5: Project leader NN went through the financial status of the project

ad 6: The members of the steering group gave a short statement on satisfaction in relation to results and progress ...

ad 7: None/Following information from the IFD.

ad 8: Date of the next steering group meeting.

ad 9: None.

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