

DESIGN REVIEW AGENDA

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PROJECT NAME

MEETING DATE

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| | ITEM | NOTES / DESCRIPTION |
|--|---|---------------------|
| | Expectations for the Design Review | |
| | Project Background or Introduction | |
| | Key Project Objective(s) or Problem to Solve | |
| | <ul style="list-style-type: none">- Team Member Roles + Responsibilities | |
| | <ul style="list-style-type: none">- Critical Customer Needs (and Associated Engineering Specs) | |
| | <ul style="list-style-type: none">- Systems Architecture to Realize Selected Concept (background on how concept was chosen) | |
| | Review Functional Architecture with Key Subsystems | |
| | Review Physical Architecture Showing Functional Elements | |
| | Validate Engineering Specs | |
| | Perform Feasibility Analysis | |
| | Review Issues, Challenges, Risks with Mitigation Plans | |
| | Next Steps + Updated Schedule | |

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