Appendix 4 – Design review minutes

Project name

Project starting date: 

Input requests:

Input documents:

Project phases:

<table>
<thead>
<tr>
<th>Phase no.</th>
<th>Phase name</th>
<th>Input documents</th>
<th>Output documents</th>
<th>Reviewed by</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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</table>

Are all project phases reviewed?

- [ ] Yes
- [x] No

Were there any changes in the project?

- [ ] Yes
- [x] No

Project changes

<table>
<thead>
<tr>
<th>Change No.</th>
<th>Date</th>
<th>Reason for change</th>
<th>Change description</th>
<th>Approved by</th>
</tr>
</thead>
<tbody>
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</table>
Did changes affect the project or development of a new product?

- Yes
- No

Do project deliverables suit input project requests?

- Yes
- No

Project verification date: ___________________________

Project manager: ___________________________

Method of project validation:

- At customer
- At organization

Project validation date: ___________________________

Project manager: ___________________________

Date of starting production of new product: ___________________________

Project manager: ___________________________

[Job title]

[Name]

[Signature]