### Major Problem Review

**Organizer:**

**Major Problem reference no.:**

**Date:**

**Time [from - to]:**

**Location:**

**Minutes of Meeting**

**File Name:**

- Appendix_B_Minutes_of_Meeting_of_Major_Problem_review_v1.0

**Participants**

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<th>Name</th>
<th>Role</th>
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**Agenda:**

1. Review of action item list from previous meeting
2. New Major Problems review and analysis
3. Tasks and Action items

**1. Review of action item list from previous meetings**

See Action Item List below

**2. New Major Problems review and analysis**

The purpose of the meeting was to review new major problems, follow-up on and update action item list.

Materials reviewed at the meeting include the following:

- Action Item list with associated reports, measurements and/or other evidence of resolved Major Problems
- Major Problem Report of new Major Problems
- Problem Record (Appendix 3 of the Problem Management process)
- Minutes of the meeting from last update
- Etc...

Analysis of the lessons learned.

### Tasks and Action Items

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<tr>
<th>No.</th>
<th>AI description</th>
<th>Responsible person</th>
<th>Status</th>
<th>Planned Due Date</th>
<th>Achieved Due Date</th>
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**Comment [BV4]:**

**Comment [BV5]:** The following statuses can be used:
- defined
- planned
- due
- closed

**Comment [BV6]:** Only necessary if the Procedure for Document and Record Control prescribes that paper documents/records must be signed.