

## Minutes of Internal steering group meeting

<organisational unit 1>  
<organisational unit 2>  
<author>

<status, version>  
<confidentiality class>  
<yyyy-mm-dd>

<Meeting name>: <delivery's name> (<delivery id, e.g. Agreement id>)

Date & time    <date & time>

Place            <meeting place>

Present        <Include other Customer managers, Program managers, Quality leads and Project managers if the Internal steering group is a joint meeting for multiple projects. In that case, name also the projects people represent.>

<name chairman>, Delivery executive	Chairman
<name participant>, Customer executive <or Customer manager>	
<name participant>, Program manager	
<name participant>, Quality lead	
<name participant>, <role> (<name> project)	
<name secretary>, Project manager	Secretary

Absent        <name>

### 1 Opening the meeting

<The chairman opened the meeting at hh:mm.>

### 2 Minutes of the previous meeting

<The minutes of the previous meeting were approved with the following remarks:....>

### 3 The status of the project / the subprojects

<Describe the situation of the decision point(s) – where we are and what decision point(s) is the issue of this meeting. Handle

- The measurement status report / TietoEVRY Facts, Internal Steering Group Report (Appendix 1)
- Additional status report (add as a reference/appendix) with e.g.
  - objectives, including quality objectives
  - scope
  - cost & effort
  - schedule
  - risks>

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### 4 Changes

See the list of change proposals with status below:

ID	Short description	Impact			Planned release date (yyyy-mm-dd)	Status* (DORP)
		Scope changes (UNR)*	Cost (±hours)	Schedule (±days)		
C001						
C002						

\* Scope changes: U = Updated requirement, N = New requirement, R = removed requirement

\*\* Status: D = Decided, O = Open, R = Rejected, P = Postponed

<Note that the budget in TERP PA can only be changed after ISG has approved it.

Note also that the changes in the revenue budget can be approved only when the Customer has approved the new amount.>

### 5 Payment instalments follow-up, invoicing status and forecast

<Body text>

### 6 Risk analysis (delivery)

<Approximately five main risks and the tasks that help to avoid them are noted down.

State, if the project has been already identified as risky, deviating or both in our management reporting. State also, if this delivery is included in the group risk reporting (in which case comment also on the follow-up of the risk mitigation plan).>

### 7 The issues to be prepared for the steering group meeting

<E.g. statuses, escalation issues>

### 8 The issues to be prepared for the next meeting

<Body text>

### 9 Other issues

<Body text>

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### 10 Decisions made in the meeting and status of earlier agreed assignments

The following decisions were made in the meeting:

- <Description of the decision 1; if applicable, refer to ID in chapter's 3 table, e.g. (ID: C001)>

The status of earlier agreed assignments were checked and updated in the table in the end of these minutes.

### 11 The date of the next meeting

The next meeting will be held on <name of the week day, e.g. Thursday>, <yyyy-mm-dd> at <hh:mm> <place, e.g. as livemeeting or in meeting room X>

### 12 Closing the meeting

<The chairman closed the meeting at hh:mm.>

#### Appendices

- 1 <Internal steering group report from TietoEVERYFacts (TietoEVERY Project / Internal Steering Group Report)>
- 2 <name>

#### Distribution

<name, name, name>

#### CC

<name, name, name>

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### 13 Agreed assignments

<If you will, you can keep a record and track the progress of an assignment after the description in the Assignment column's Description cell.>

No	Assignment	Responsible	Deadline	Status <sup>1</sup>
<Yyyy/No>	<Description of agreed assignment> <Optional: Progress of the assignment>	<Name>	<Date>	<Open/ Completed/ Postponed>

### 14 Change history (document)

Version	Date	Author	Reviewed by	Approved by	Change history
<V1.0-1D>	<yyyy-mm-dd>	<Name>	<Name>	<Name>	<Description of changes>

### 15

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<sup>1</sup> Open, Completed or Postponed