Inspection Meeting Notice

Meeting Date: _____

Project: _____ Release: _____

Activity: _____ Document: _____

Component: _____ Moderator: _____

Phone: _____ Location: _____

Meeting Type: ☐ Overview (0) ☐ Inspection (I) ☐ Re-Inspection (R)

Inspection Type: ☐ Requirements (RE) ☐ Code (CD) ☐ Integration Test Case (ITC)

☐ Architecture (AR) ☐ Unit Test Plan (UTP) ☐ System Test Plan (STP)

☐ High Level Design (HD) ☐ Unit Test Case (UTC) ☐ System Test Case (STC)

☐ Detail Design (DD) ☐ Integration Test Plan (ITP)

This meeting has been scheduled for:

Date: _____

Time: _____

Location: _____

Duration: _____

Size of the materials is: _____ Expected preparation time is: _____

The following persons are scheduled to attend:

Name	Location	Role
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____