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Design Review Meeting Minutes

ISO 9001:2015 QMS

Design Review Meeting Minutes								
Date:				**Time:**		**Venue:**		
Design Stage:	20%	60%	100%	**Design Review:**	Assurance	SDR	IDR	Gate
Purpose:								
Attendees:			**Role:**			**Distribution:** All attendees		
Design reviews should be attended by cross-functional team representatives who speak for their functional areas, ensuring that the design meets requirements								
Prepared by:			**Copies to:**			**Absentees/Apologies:**		

These design review minutes capture common elements that should be present in any design. It is presented during the Design Review process to stimulate thought, guide brainstorming, and to ensure the design being outlined contains proper design considerations. Customize by adding your own items and details.

Item	Description	Owner	Due Date
0.0	**Design Review Materials**		
	What materials should you distribute before the review? Agenda with times, relevant specifications, detailed design drawings, schematics, simulations, flow charts, test plans, etc. Known issues, discrepancies with specifications, conflicts with other disciplines.		
1.0	**Attendance:**		
	Attendance log was signed by all, including the names of the presenters, the names, institutions and department of the reviewers and the names of all the attendees (attach sign-in sheet).		
2.0	**Scope of Work:**		
	Conceptual Design - Does the design have conceptual integrity (i.e., does the whole design tie together)? Is the design consistent with the development and operating environments?		
3.0	**General Points:**		
	Describe the approach used for the design, describe the logical design, high level physical design, and/or include design drawings or diagrams. Does the design support both product and project goals?		
4.0	**Standards:**		
	Does the design follow all standards necessary for the system? (i.e., date standards). Have legal/regulatory requirements been assessed and accounted for?		
5.0	**Requirements:**		
	Does the design address all issues from the requirements? If appropriate, has requirements coverage been documented with a		

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	completed requirements traceability matrix? Does the design add features or functionality, which was not specified by the requirements (i.e., are all parts of the design traceable back to requirements)?		
6.0	**Assumptions:**		
	Are all of the assumptions, constraints, design decisions, and dependencies documented? Has the Risk Plan been modified with any new risks posed by the design?		
7.0	**Review & Acceptance of Previous Minutes/Actions:**		
	These are items that require formal action and closure in writing for the review to be approved.		
8.0	**Review of Design Issues Log:**		
	These are comments that require action by the design/engineering team.		
9.0	**Interfaces (Users & Stakeholders):**		
	How does the user interact with this designed solution? Describe the inputs and outputs.		
10.0	**Results of Verification:**		
	What types of testing and testing methodology is being done prior to implementation? What testing has been done? What problems were uncovered? Have we met our release criteria? Has design verification testing been performed and is it acceptable?		
11.0	**Results of Validation:**		
	Are we satisfied that testing has been thorough? Are the plans for testing in place? Has the validation plan been reviewed?		
12.0	**Health & Safety:**		
	Have known design risks been identified, analyzed, and planned for or mitigated? Do all high-risk score have corrective actions addressed?		
13.0	**Maintainability:**		
	Does the design allow for ease of maintenance? If reusable parts of other designs are being used, has their effect on design and integration been stated? Does the design resist erosion in the correctness of its content over time?		
14.0	**New Design Issues & Queries:**		
	Known issues, discrepancies with specifications, conflicts with other disciplines.		
15.0	**AOB:**		
	Including Date, Location & Time of next meeting. Use this section to list the regularly scheduled design review meeting times. Include the review meeting days and times (for example, 'every Wednesday from 9 am to 11 am') and send Outlook invitations for the recurring meeting.		
	End of Minutes		