

Sample Review Meeting Log

Review Details

Review ID: _____ Review Item: _____ Revision: _____ Phase: _____
 Meeting Date: _____ Start Time: _____ End Time: _____ Total Effort: _____

Type: Defect, Comment, Suggestion for Improvement Severity: Major, MiNor Origin: Planning, Requirements, Design, Implementation, Testing

Item No.	Location	Type	Severity	Origin	Description	Rework Signoff
1.						
2.						
3.						
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29.						

Sample Review Meeting Log

Review Disposition

ACCEPTED

As is

Conditionally upon verification

NOT ACCEPTED

Rereview after rework

Review not completed

Review Signoff (sign to indicate acceptance of Review Disposition)

Role	Signature
Moderator	
Author	
Recorder	
Reader	
Reviewer	
Reviewer	

Review Metrics

# Reviewers	Meeting Duration (mins)	Total Planning Effort (mins)	Total Overview Effort (mins)	Total Prep Effort (mins)	Actual Rework Effort (mins)	# Defects	# Major Defects	# Minor Defects	# Comments	# Suggestions for Improvement	# Pgs. or LOC Planned	# Pgs. or LOC Actual

Review Verification Signoff (sign to indicate all rework has been completed satisfactorily and all Review metrics logged)

Moderator	
Author	