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| Besprechungsprotokoll | | | | | | | 17.03.2012 | | | | |
| Xx:xx Uhr bis xx:xx Uhr | | | | |
| Ort, Raum | | | | |
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| Einberufen von: | | | |  | Besprechungsart: | | | Statusmeeting | | | |
| Besprechungsleiter: | | | | Frau Deutschkämer | Protokollführer: | | | Herr Garrels | | | |
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| Teilnehmer: | |  | | | | | | | | | |
| Tagesordnung: | 1. Blblblblblb 2. Blblblblblbl 3. Blblblblblblbl | | | | | |  | | | |
| Notizen | | | | | | | | | | | |
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| Tagesordnungspunkt: | | | Blblblblbl | | | Vortragender: | | | Herr Mustermann | | |
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| Lorem ipsum  Set Dolor… | | | | | | | | | | | |
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| Task 1  Taskt 2 | | | | | | Herr Mustermann  Frau Musterfrau | | | | tt.mm.jjj  tt.mm.jjj | |
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