

Meeting Minutes of 2025-12-18

Project scope

Project name

Meeting Details

Location	Location name – Street 1 – 3333 Locality name
Room	Room 101
Date	18.12.2025
Schedule	09:30 - 10:20

Meeting Chair	Julmy Dimitri
Minute Taker	Julmy Dimitri
Expected Participants	Julmy Dimitri, Doe John
Excused	

Agenda

Duration [min.]	Objective(s)
10	TODO 1
10	TODO 2
10	TODO 3

Discussions

TODO 1

-

Decision(s) Taken :-

TODO 2

-

Decision(s) Taken :-

TODO 3

-

Decision(s) Taken :-

Key Points

Objective(s)	Decision(s)
TODO 1	-
TODO 2	-
TODO 3	-

Task(s)	Description	Assignee	Due Date
-	-	Dimitri Julmy	18.12.2025