**Besprechungsprotokoll**

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| **ID** | **Projekttitel** | | | | | |
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| **Datum** | **Uhrzeit** | **Einberufen von** | | | **Geleitet von** | |
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| **Teilnehmer (Protokollführer unterstrichen, Abwesende durchgestrichen)** | | | | | | |
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| **Verteiler** | | | | | | |
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| **Themen, Ergebnisse, Aufgaben** | | | **Kurzzeichen** | **Art** | | **Termin** |
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| **Folgetermin** | **Sonstiges** | | | | | |
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Legende:

I = Information, A = Aufgabe, D = Diskussion