

# Minutes

**Veranstaltung:** Some event

**Ort:** Some place

**Datum:** 01.07.2019, 12:15–13:45

**Leitung:** Sue Parker

**Teilnehmer:**

- ☒ John Doe
- ☒ Kim Miller
- ☒ Sue Parker

- ☐ Peter Smith
- ☒ Alexandra West

**Protokollführer:** John Doe

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**I** John, Kim,  
Sue, Alexandra

## 1 TOP 1

- **A** Peter :: Something to do.
- **E** :: Decision made

**I** John, Kim,  
Sue, Alexandra

**A** Peter  
**E**

## 2 Second TOP

- **I** Sue :: Some information
- **C** :: Cleared item
- **?** Open question regarding minutes

**I** Sue  
**C**