

Minutes

Event: Some event

Location: Some place

Date & Time: 01.07.2019, 12:15–13:45

Chair: Sue Parker

Participants:

☒ John Doe

☒ Kim Miller

☒ Sue Parker

☐ Peter Smith

☒ Alexandra West

A =Action

E =Decision

I =Information

Minute taker: John Doe

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1 A first TOP

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

I John, Kim, Sue, Alexandra

A Peter

A

E

2 A second TOP

- **AC** :: Cleared item
- **AC** :: Another cleared item
- **C** :: Consultation **?** Open question regarding minutes
 - Sue :: Sue's idea
 - Kim :: Kim's question
- **N** :: This is a note. Outside the protocol or added later (with timestamp).

AC

AC

C