Minutes

Event: Some event
Location: Some place
Date & Time: 03.06.2020, 12:15–13:45
Chair: Sue Parker
Minute taker: John Doe
Participants:

• ☒ John Doe	• ☐ Peter Smith
• ☒ Kim Miller	• ☒ Alexandra West
• ☒ Susan Parker	

`A` =Action
`AC` =Cleared
`D` =Decision
`I` =Information
`N` =Note

Contents

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1 A first TOP

`I` John, Miller, Sue, Pete

- `A` Sue :: Something to do.
- `A` :: Again something to do.
- `E` :: Decision made

`A` Sue
`A`
`E`

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2 A second TOP

- `AC` Alexandra :: Cleared item
- `AC` :: Another cleared item
- `C` :: Consultation `?` Open question regarding minutes
  - Sue :: Sue's idea
  - Miller :: Kim's question
- `N` :: This is a note. Outside the protocol or added later (with timestamp).
- The expansion of abbreviations can be escaped: JD
- Inline comments can be included like this:

`AC` Alexandra
`AC`
`C`