

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
D =Decision
I =Information

Minute taker: John Doe

Contents

1	A first TOP	1	I John, Kim, Sue, Alexandra
	A Peter	1	
	A	1	
	E	1	
2	A second TOP	1	
	? Open question regarding minutes	1	

1	A first TOP	I John, Kim, Sue, Alexandra
	A Peter :: Something to do.	A Peter
	A :: Again something to do.	A
	E :: Decision made	E

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