

Minutes

Event: Some event

Location: Some place

Date & Time: 03.06.2020, 12:15–13:45

Chair: Sue Parker

Participants:

☒ John Doe

☒ Kim Miller

☒ Susan Parker

☐ Peter Smith

☒ Alexandra West

A =Action

AC =Cleared

D =Decision

I =Information

Minute taker: John Doe

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	A Sue	1	
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	? Open question regarding minutes	1	

1	A first TOP	I John, Miller, Sue, Pete
	• A Sue :: Something to do.	A Sue
	• A :: Again something to do.	A
	• E :: Decision made	E

2	A second TOP	AC Alexandra
	• AC Alexandra :: Cleared item	AC
	• AC :: Another cleared item	AC
	• C :: Consultation ? Open question regarding minutes	C
	– Sue :: Sue's idea	
	– Miller :: Kim's question	
	• N [2020-06-03 Wed 10:39] :: This is a note. Outside the protocol or added later (with timestamp).	
	• The expansion of abbreviations can be escaped with ==: JD	
	• Inline comments can be included like this:	