

Minutes

Event: Some event

Location: Some place

Date & Time: 01.07.2019, 12:15–13:45

Chair: Sue Parker

Participants:

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

A =Action
D =Decision
I =Information

Minute taker: John Doe

Contents

1	A first TOP	1	I John, Miller,
	A Sue	1	Sue, Pete
	A	1	
	E	1	
2	A second TOP	1	
	? Open question regarding minutes	1	

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

2	A second TOP	
	• AC Alexandra :: Cleared item	AC Alexandra
	• AC :: Another cleared item	AC
	• C :: Consultation ? Open question regarding minutes	C
	– 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	