

# Minutes

**Event:** Some event

**Location:** Some place

**Date & Time:** 11.05.2020 , 12:15–13:45

**Chair:** Sue Parker

**Participants:**

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

**Minute taker:** John Doe

**A** =Action  
**D** =Decision  
**I** =Information

## Contents

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

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

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