

# Minutes

**Veranstaltung:** Some event

**Ort:** Some place

**Datum:** 01.07.2019, 12:15–13:45

**Leitung:** Sue Parker

**Teilnehmer:**

- ☒ John Doe
- ☒ Kim Miller
- ☒ Sue Parker

- ☐ Peter Smith
- ☒ Alexandra West

**Protokollführer:** John Doe

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I John, Kim,  
Sue, Alexandra

## 1 A first TOP

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

I John, Kim,  
Sue, Alexandra  
A Peter  
A  
E

## 2 A second TOP

- CA :: Cleared item
- CA :: Another cleared item
- I :: Consultation ? Open question regarding minutes
  - Sue :: Sue's idea
  - Kim :: Kim's question

CA  
CA  
I