

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

- ☒ Alexandra West
- ☐ Peter Smith

Protokollführer: John Doe

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1 TOP 1

- **A** Peter :: Something to do.
- **E** :: Decision made

I John, Kim,
Sue, Alexandra

I John, Kim,
Sue, Alexandra

A Peter
E

2 Second TOP

- **I** Sue :: Some information
- **C** :: Cleared item
- **?** Open question regarding minutes

I Sue
C