

Minutes

Event: Some event

Location: Some place

Date & Time: 01.07.2019, 12:15–13:45

Chair: Sue Parker

Participants:

☒ John Doe

☒ Kim Miller

☒ Sue Parker

☐ Peter Smith

☒ Alexandra West

Minute taker: John Doe

Contents

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

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

- AC :: Cleared item
- AC :: Another cleared item
- C :: Consultation ? Open question regarding minutes
 - Sue :: Sue's idea
 - Kim :: Kim's question
- N :: This is a note. Outside the protocol or added later (with timestamp).

AC
AC
C