

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

- **AC** :: Cleared item
- **AC** :: Another cleared item
- **C** :: Consultation **?** Open question regarding minutes
 - Sue :: Sue's idea
 - Kim :: Kim's question

AC
AC
C