

# 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

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## 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		

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## 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

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## 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