Minutes

Event: Some event
Location: Some place
Date & Time: 03.06.2020, 12:15–13:45
Chair: Sue Parker
Minute taker: John Doe
Participants:

- ☒ John Doe
- ☒ Kim Miller (online)
- ☒ Susan Parker
- ☐ Peter Smith
- ☒ Alexandra West

`A` =Action
`AC` =Cleared
`D` =Decision
`I` =Information
`N` =Note

Contents

`I` John, Miller, Sue, Pete

1 A first TOP

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

`I` John, Miller, Sue, Pete
`A` Sue
`A`
`E`

2 A second TOP

- `AC` Alexandra :: Cleared item
- `AC` :: Another cleared item
- `C` :: Consultation `?` Open question regarding minutes
  - `?` ::There is also an item type for open questions regarding minutes.
  - Sue :: Sue's idea
  - Miller :: Kim's question
- `N` *[2020-06-03 Wed 10:39]* :: This is a note. Outside the protocol or added later (with timestamp).
- The expansion of abbreviations can be escaped with ##: JD
- Inline comments can be included like this:
- Example for an inline alert

`AC` Alexandra
`AC`
`C`