

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

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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