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| --- | --- |
| **Date / Time:** | XY |
| **Place:** | XY |
| **Participants:** | Mihajlovic David Project leader Kündetsang Kunsang Project member Lüönd Chiara Project member Rentsch Jari Project member  Shakir Omar Project member |
| **Excused:** | None |
| **Minute keeper:** | XY |

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| --- | --- |
| **Agenda items:** | **Attachments:** |
| XY | XY |
| XY | XY |
|  |  |
|  |  |

**Recipients:**

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| --- | --- | --- |
| 1. XY | **Responsible** | **Deadline** |
| XY | XY | XY |
| 1. XY |  |  |
| XY | XY | XY |

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| **Minute keeper:**  XY  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Place: \_\_\_Zürich\_\_\_ Date: \_\_ XY \_\_ | **Approved by:**  Mihajlovic David:  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Place: \_\_\_Zürich\_\_\_ Date: \_\_ XY \_\_ |