|  |  |
| --- | --- |
| Meeting Purpose: | [Insert name or purpose of meeting] |
| Meeting Date: | <dd.mm.yyyy> |
| Meeting Time: | <HH:MM> to <HH:MM> |
| Attendees: | Japun Bhatt (JaBh), Hannes Bähr (HaBa), Aju Jose (AjJo), Christoph Jurczyk (ChJu), Juliane Müller (JuMu), Prof. Lindemann (PrLi) |
| Minutes Issued By: | [Insert name of issuer] |

| **Actions:** | | | |
| --- | --- | --- | --- |
| **No:** | **Task:** | **Owner** | **Due Date** |
| 1 |  |  |  |
| 2 |  |  |  |

| **Agenda:** (What, Why, Impacts) | **Action** |
| --- | --- |
| * **[Titel point 1]**   + [Description…] * **[Titel point 2]**   + [Description…] | [Action No] |