|  |  |
| --- | --- |
| 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 (HaBä), Aju Jose (AjJo), Christoph Jurczyk (ChJu), Juliane Müller (JuMü), 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] |