|  |  |
| --- | --- |
| **Konu /Subject** |  |
| **Tarih-Saat / Date-Time** | \_\_.\_\_\_\_\_.\_\_\_\_ \_\_:\_\_ UTC |
| **Yer / Location** |  |
| **Katılımcılar / Attendees** |  |

| Görüşülen Konular / Topics Discussed | |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

| Alınan Kararlar / Decisions | |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

| İşlem Maddeleri / Action Items | | | |
| --- | --- | --- | --- |
| No. | Konu / Topic | **Sorumlu / Owner** | **Tarih / Date** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |