Project Project ID

Meeting Meeting Number

|  |  |  |  |
| --- | --- | --- | --- |
| Minutes | [Click to Select Date] | [Meeting Time] | [Meeting Location] |

|  |  |
| --- | --- |
| Meeting called by | Advisor or students |
| Note taker | The student who is responsible of filling this document |
| Attendees | Names of all attendees |
| **Next meeting** | [Click to Select Date] at … |

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| --- | --- | --- | --- |
| Agenda Item 1: | | | |
| Discussion |  | | |
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|  | | | |
| Conclusions |  | | |
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|  | | | |
| Action items | | Person responsible | Deadline |
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| Agenda Item 2: | | | |
| Discussion |  | | |
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| Conclusions |  | | |
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| Action items | | Person responsible | Deadline |
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