|  |  |
| --- | --- |
| Meeting1 | |
| Location: | Uhasselt |
| Date: | DD:MM:YYYY |
| Time: | HH:MM – HH:MM |
| Facilitator: | Name |

# Meeting beslissingen

* ..

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action Items | Owner(s) | Deadline | Status | Hours worked |
| [Action item] | [Name(s)] | [Date] | [Status, such as In Progress or Complete] | [hours] |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Volgende meeting

*DD:MM:YYYY*