# Agenda

The next meeting will be held as follows.

|  |  |
| --- | --- |
| Topic of the agenda  Progress report | |
| Date & Time  24.03.2020 / 13:05 – 13:50 | Venue |
| List of Participants  Jenny Meier  Silvan Burkard  Roman Fischer  Reto Gärtner  Julian Jeisy (project leader) | Absentees  - |
| Chairperson  Julian Jeisy | Minute-taker  Roman Fischer |

## Background information

This serves to remind attendees of things they may have forgotten.

It can give them new information or inform them of the meeting's importance.

## Topics and Goals

The following table lists all topics and goals of the project meeting.

|  |  |  |
| --- | --- | --- |
| Topic | Preparation | Proposed process |
| **Accept minutes from last meeting.**  Responsibility: JJ  Duration: 3‘ | Read the minutes from the last meeting. | The chair will poll the team members. |
|  |  |  |

# Summary minutes

Formal language, past tense (simple active or passive), will-future for future actions, if detailed record necessary: reported speech.

## Next steps

The following table shows future and pending tasks.

|  |  |  |
| --- | --- | --- |
| Topic | Responsibility | Due time |
|  |  |  |
|  |  |  |

## Protocoll

1. **Accept minutes from last meeting.**

The minutes were accepted

1. …