# Agenda

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| 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

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| Topic | Preparation | Process |
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