

Kick-Off Meeting

By the lake
31 March 2023

INITIATED BY	WRITTEN BY	PRESENT	ABSENT	FOR YOUR INFORMATION
John Doe	John Doe			
PARTICIPANTS				
John Doe		•		
Peter Was-Present		•		
Charles Knowing				•
Rachel Lost			•	

Agenda

1. Just some text
2. How To

1 Just some text

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2 How To

This \section shows some elements to get comfortable. Use \newpage to get forced page breaks.

2.1 Headings

Add headings with the \section command, add an asterix to remove the numbering. Same applies for \subsection, \subsubsection and many more.

```
\section{Heading with numbering}  
\section*{Heading without numbering}
```

2.2 Lists

Use \ul and \ol for unordered and ordered lists.

```
\ul{  
  /item Unordered list item 1  
  /item Unordered list item 2  
}  
  
\ol{  
  /item Ordered list item 1  
  /item Ordered list item 2  
}
```

2.3 Table of Contents

If you like to add an automatically generated table of contents, you can do so with \tableofcontents. The default title is Contents but you can change it as follows:

```
\tableofcontents  
  
\renewcommand*\contentsname{My Table of Contents}
```

2.4 References

Go to section with label howTo: [2](#)

Go to [Google](#)

Tasks

#	TASK	RESPONSIBLE	DUE DATE
1	Schedule another meeting	John Doe	Within 1 week
2	Find back onto the road	Rachel Lost	ASAP