

# Title of the english minutes

**Those present** list of participants

**Absent (excused)** with excuse

**Absent (not excused)** no excuse

**Guest** guests

**Location of the meeting** Esslingen

**Date** 24. December 2000

## Overview of topics

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## 1 Topic one

### 1.1 Sub Topic to Topic one

Text for the topic.

## 2 Dates

*December 24, 2000:* Christmas eve

*December 24, 2000 20:00:* distribution of presents

*December 25, 2000:* Christmas day (without entry in calendar)

### 3 Tasks

**Task:** Action (Who)

**Task:** Somebody has to do it

**Task** (today): Somebody do it

**Task** (yesterday)<sup>1</sup>: Somebody did it (responsible)

#### 3.1 After secret topic

If this section is printed outside the section "secret", some secret stuff is not printed. Check the option **Secret**.

### (I) Additional Topic

#### (I).1 subtopic

### 4 Attachments

Enclosure I: Attachment with two pages [2]

Enclosure II: Attachment with reference page ??[2]

### 5 Decisions and votes

#### 5.1 Opinions and Argumentations

HERDER: Different Opinion

A discussion to the theme:

**Goethe** One opinion

**Schiller** Another opinion

Arguments can be discussed with pro and contra

⊕ reason for it

⊕ important reason for it

⊖ reason against it

⊖ important reason against it

• a comment

⇒ result

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<sup>1</sup>done

## 5.2 A single vote

Short voting

Yes: 1

No: 2

no vote: 3

And a single vote with decision:

Short voting

Yes: 1

No: 2

no vote: 3

**Decision:** Decision

## 5.3 A couple of votes

Vote one

Yes: 1

No: 2

no vote: 3

Vote two

Yes: 1

No: 2

no vote: 3

**Decision:** decision

Vote three

Yes: 1

No: 2

no vote: 3

## 5.4 Decisions

**Decision:** Decision

**Decision:** Decision without theme

Long text for the decision