Minutes of Meeting

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| **Summary** | | | | | |
| **Meeting Topic** | Erstes Meeting | | | | |
| **Date** | 02.05.17 | **From** | 10:30 | **To** | 12:00 |
| **Location** | PL4.MC | **Note Taker** | First name Last name | **Duration** | 1,5 hrs |

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| **Agenda** | |
| **Time** | **Topic** |
| 15 mins | 1. Topic name- brief description |
| 35 mins | 2. Topic name- brief description |
| 10 mins | 3. Topic name- brief description |

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| **Attendee List** | | | |
| # | **Name** | **Present?** | **Reason of Absence** |
| 1 | Boris Fuchs | Y |  |
| 2 | Paul Schmutz | Y |  |
| 4 | Marcel Breitenfellner | Y |  |

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| --- | --- |
| **Meeting Notes** | |
| 1 | Mention significant points of the meetings |
| 2 | Mention significant points of the meetings |
| 3 | Mention significant points of the meetings |

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| **Action Items** | | | |
| # | **Task** | **Person Responsible** | **Due Date** |
| 1 | brief description | Department name OR First name Last name | Dd Mon yy |
| 2 | brief description | Department name OR First name Last name | TBD |
| 3 | brief description | Department name OR First name Last name | Dd Mon yy |