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| Project name: |  |
| Participants: | Name Surname (NS)  ….  … |
| Place and date: | Fribourg DD/MM/YYYY, HH:MM |
| Author | Name Surname |
| Remarks: | - |
| Next meeting place and date: |  |

Caption of actions: D = Decision, O = Observation, P = Problem, S = Suggestion, T = To do

| **Number** | **Item** | **Action** | **Responsible** | **Deadline** |
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