|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DD.MM.YYYY | | | | |
| **Minutes** | | | | |
| Title of Meeting | | | | |
| **Date**:  **Place:** | | | | |
| **Attendants (in alphabetical order):**  Name, Institution [Initials] | | | **Absences:**  **[Proxies]:**  **Guests:**  **Chair:**  **Minutes:** | |
| **No.** | **Agenda Item** | **Activity** | | **Outcome** |
| **Day 1, DD.MM.YYYY, HH:MM-HH:MM** | | | | |
| **1** |  |  | |  |
| **2** |  |  | |  |
| **3** |  |  | |  |
| **4** |  |  | |  |
| **5** |  |  | |  |
| **6** |  |  | |  |
| **Day 2, DD.MM.YYYY, HH:MM-HH:MM** | | | | |
| **1** |  |  | |  |
| **2** |  |  | |  |
| **3** |  |  | |  |
| **4** |  |  | |  |
| **5** |  |  | |  |