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| --- |
| 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** |  |  |  |