

Department: Name
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Place on xx.xx.xxxx

Project „Project Name“ Minutes – Project Meeting on xx.xx.xxxx, Version No. n

Date, time: xx.xx.xxxx, 08:00 am

Location: Meeting room

Participants: Name 1 (company)
Name 2 (company)
..., ...

Agenda Items	
Item	Topic
1.	Item 1: Approval of the minutes of xx.xx.xxxx
2.	Item 2: Topic A 2.1 Xxx 2.2 Yyy 2.3 Zzz
3.	Item 3: Topic B
4.	AOB

Details Results and Resolutions			
Agenda Items		wer?	bis wann?
Item 1: Approval of the minutes of xx.xx.xxxx			
1	Notes	Name	xx.xx.xxxx
Item 2: Topic A			
2.1	Notes	Name	xx.xx.xxxx
2.2	Notes	Name	xx.xx.xxxx
...
Item 3: Topic B			
3	Notes	Name	xx.xx.xxxx
AOB			
	...	Name	xx.xx.xxxx
Results/ Resolutions			
Item 1	<ul style="list-style-type: none"> Resolution 1 	Name	xx.xx.xxxx
Item 2	<ul style="list-style-type: none"> Resolution 2.1 Resolution 2.2 ... 	Name	xx.xx.xxxx
Item 3	<ul style="list-style-type: none"> Resolution 3 	Name	xx.xx.xxxx
	Next meeting - date		

Location, date

Chair, Name / department

Attachments:

Attachment 1: xxx

Attachment 2: yyy