# Minutes ‘##TITLE##’

|  |  |
| --- | --- |
| Date/Time: | ##DATETIME## |
| Location: | ##LOCATION## |
| Participants: | ##PARTICIPANTSPRESENT## |
| Absent: | ##PARTICIPANTSABSENT## |

### List of open Tasks

*These tasks are all the open tasks within the meeting type of the meeting*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| # | Task | Priority | Progress | State | Assigned to | Due date |
| ##REFERENCENR## | ##TITLE## | ##PRIORITY## | ##PROGRESS## | ##STATUS## | ##ASSIGNEENAMES## - ##ASSIGNEDTO## | ##DUEDATE## |

### ##TOPICNR## ##TOPICTITLE##

*##TOPICSTARTTIME## - ##TOPICENDTIME##*

##TOPICMINUTES##

Topic owner: ##TOPICOWNER##

Topic type: ##TOPICTYPE##

#### ##SUBTOPICNR## ##SUBTOPICTITLE##

*##SUBTOPICSTARTTIME## - ##SUBTOPICENDTIME##*

##SUBTOPICMINUTES##

Topic owner: ##SUBTOPICOWNER##

Topic type: ##SUBTOPICTYPE##

#### ##SUBSUBTOPICNR## ##SUBSUBTOPICTITLE##

#### *##SUBSUBTOPICSTARTTIME## - ##SUBSUBTOPICENDTIME##*

#### ##SUBSUBTOPICMINUTES##

Topic owner: ##SUBSUBTOPICOWNER##

Topic type: ##SUBSUBTOPICTYPE##

## All tasks

*These tasks are all tasks belonging to this meeting*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Topic | Task | State | Assigned To | Due date |
| ##REFERENCENR## | ##REF## | ##TITLE##  ##DESCRIPTION## | ##STATUS## | ##ASSIGNEENAMES## - ##ASSIGNEDTO## | ##DUEDATE## |

## All decisions

*These decisions are all decisions belonging to this meeting*

|  |  |  |  |
| --- | --- | --- | --- |
| # | Topic | Decision | Decided |
| ##REFERENCENR## | ##REF## | ##TITLE##  ##DESCRIPTION## | ##DATE## |