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| --- | --- |
| **Meeting:**  | **Title of the Meeting**  |
| **Date:**  | dd.mm.yyyy 17:00-18:00 | **Author:** xxx |
| **Participants:** | Xxx, Yyy, ... |
| **Distribution:** | Participants + Zzz, ... |
| **Document Number:** | F-PR-...(see work instruction for document identification) |

**Contents**:

< Table of contents is created automatically:

 Mark and update with the F9 function key >

...

| A: Action, D: Decision, I: Information  | Who | Due Date |
| --- | --- | --- |
| Comments on the Recent Minutes F-PR-xx-xxxx of x.x.xx  |
| D | Open issues: * Xxxx → done / open
* Xxxx → done / open
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* Xxxx → done / open
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| Topic |
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# Attachment(s)

xxx