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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 * Xxxx → done / open * Xxxx → done / open * Xxxx → done / open |  |  |
| Topic | | | |
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| Topic | | | |
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# Attachment(s)

xxx