# [Group/Project Name] – Meeting Minutes [Date]

|  |  |
| --- | --- |
| **Partici-pants** |  |
| **Goals for today** |  |
| **Agenda sorted by priority** | 1.
2.
3.
4.
5.

… |
|  |
|  | **Summary** | **To Do** |
| **TOP 1** |  | * [person: task (deadline)]
 |
| **TOP 2** |  | * [person: task (deadline)]
 |
| **TOP 3** |  | * [person: task (deadline)]
 |
| **TOP 4** |  | * [person: task (deadline)]
 |
| **TOP 5** |  | * [person: task (deadline)]
 |
| **…** |  |  |

|  |
| --- |
| **Follow-up Meeting(s) / Important Dates** |
| [Date] | [Meeting type / objective] |
| [Date] | [Meeting type / objective] |

## Contact

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If you have any questions or suggestions for corrections,
please contact digitalmobil@fh-bielefeld.de.

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