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

|  |  |  |
| --- | --- | --- |
| **Partici-pants** |  | |
| **Goals for today** |  | |
| **Agenda sorted by priority** | … | |
|  | | |
|  | **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,   
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****Digital Mobil @ FH Bielefeld is funded by   
the German Academic Exchange Service (DAAD) and   
the Federal Ministry of Education and Research (BMBF).