****minutes

Sub project / GAP (incl. sub projects):

Date and location:

Participants:

Keeper of the minutes:

Date and location for next meeting:

|  |
| --- |
| **topic 1 - title** |
| content/description: |
|  |
| tasks and responsibilities: |
|  |

|  |
| --- |
| **topic 2 - title** |
| content/description: |
|  |
| tasks and responsibilities: |
|  |

|  |
| --- |
| **topic 3 - title** |
| content/description: |
|  |
| tasks and responsibilities: |
|  |

|  |
| --- |
| **topics for next meeting** |
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**Notes:**