

Meeting minutes		Date	<i>DD/MM/YYYY</i>
		Time	<i>HH:MM to HH:MM</i>
Topic	<i>Please state the project name, the topic of the meeting, e.g. special coordinators of the meeting, etc.</i>	Place	<i>Place of the meeting, if relevant</i>
Attendees	<i>Please state the number of persons who have attended the meeting, or the names of the people excused</i>		
Attachments	<i>Please state the names of the attachments to the meeting minutes, including the place where the attachments are filed.</i>		
Agenda: 1) First item on the agenda - the text of the minutes follows			
Next meeting: <i>Write down the date, time, place and topic for the next meeting.</i>			
Responsibility	Task description	Deadline	ID
<i>Person responsible for the task</i>	<i>Please state, if possible, a clear description of the work which should be carried out</i>	<i>Timeframe for completion</i>	<i>Unique task identifier</i>

Minutes taken by: *Name of the person taking the meetings*

Table of distribution: *State the names of persons to whom the minutes are sent*