Datum

Zeit

Ort

Leitung:

Protokoll:

Anwesend:

Abwesend:

Entschuldigt:

|  |  |  |
| --- | --- | --- |
| **Traktandum 1** | **Verantwortlicher** | **Zeit** |
|  |
| **Pendenzen** | **Wer** | **Wann** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Traktandum 2** | **Verantwortlicher** | **Zeit** |
|  |
| **Pendenzen** | **Wer** | **Wann** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Traktandum 3** | **Verantwortlicher** | **Zeit** |
|  |
| **Pendenzen** | **Wer** | **Wann** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Traktandum 4** | **Verantwortlicher** | **Zeit** |
|  |
| **Pendenzen** | **Wer** | **Wann** |
|  |  |  |

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| --- | --- | --- |
| **Traktandum 5** | **Verantwortlicher** | **Zeit** |
|  |
| **Pendenzen** | **Wer** | **Wann** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Nächste Sitzung** | **Alle** | **Zeit** |
|  |
| **Pendenzen** | **Wer** | **Wann** |
| Zustellung der Traktandenliste |  |  |