# [Meeting title/identification]

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| --- | --- | --- | --- |
| **Date** |  |  | **Venue** |
|  |  |  |  |
| **Time** |  |  |  |
|  |  |  |  |

## Attendees

|  |  |  |
| --- | --- | --- |
| **Name & Surname** | **Organisation** | **Role & position (project context)** |
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## Objectives

## Agenda

XX:XX Yyyyy

XX:XX Zzzzz

## Specific issues addressed

### [Issue 1]

1. **xxx**

yyyyy

* zzzzzzz

### [Issue 2]

### [Issue 3]

## Agreements and further actions

| **Action** | **Partner/Person****in charge** | **Deadline** |
| --- | --- | --- |
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**The meeting ends by [TIME]**