**Meeting Minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of meeting:**  |  | **Start time – End time:** |  |
| **Name of the student / keeper of the minutes:** |  | **Matriculation nbr.:** |  |
| **Meeting in relation to:**  | **O  Project O  Bach. Thesis O  Master Thesis O  Other** |
|  |
| **Title of the project / Meeting topic:**  |  |
| **Meeting participants:**  |  |
| **TOP 1:**  | **[Title or Keyword of the discussion]** |
|  | **[Descriptions of the content as short as possible]** |
| **Agreement(s)** |  |
| **To Do/Deadline/Who**  |  |
| **TOP 2: …** | **[Title or Keyword of the discussion]** |
|  | **[Descriptions of the content as short as possible]** |
| **Agreement(s)** |  |
| **To Do/Deadline/Who**  |  |
|  |  |
| **Next meeting:** |  |
|  |  |