**Meeting Minutes**

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| --- | --- | --- | --- | --- |
| **Date of meeting:** |  | | **Start time – end time:** |  |
| **Name of the student / minutes taker:** |  | | **Matriculation num.:** |  |
| **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 brief as possible]** | | |
| **Agreement(s)** | |  | | |
| **To Do/Deadline/Who** | |  | | |
|  | |  | | |
| **Next meeting:** | |  | | |
|  | |  | | |