**Meeting Minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| **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:** |  |
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