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Description automatically generated

**[*Name of meeting*] | [*Place*]**

Minutes | [*dd.mm.yy – dd.mm.yy*]

**Meeting Minutes**

*[Name of Meeting]*, *[place]*, [*dd, month, year*]

**TOPIC** [Steering Group Meeting or Project Management Group Meeting]

These minutes refers to the topics and the decisions agreed during the [name of the meeting], [place], [dd, month, year]

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| **Participants** | **Organisation** | **Information** |
| Stefano Proietti | ISINNOVA | Responsible for minutes: |
|  |  |
|  |  | Abbreviations: |
|  |  |
|  |  |

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| **Documents** |
| *[Title of the presentation, including WP and speaker]* |
| *[link to the presentation]* |

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| --- |
| **Action/ Issue/Person responsible** |
| *Action, including person responsible and date* |

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| **Start of the meeting** | **End of the meeting** |
| HH:MM | HH:MM |

**Meeting Minutes**

*[Name of Meeting]*, *[place]*, [*dd-dd month year*]

**TOPIC** [Steering Group Meeting or Project Management Group Meeting]

These minutes refers the topics and the decisions agreed during the [name of the meeting], [place], [dd, month, year]

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| **Documents** |
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| --- | --- |
| **Start of the meeting** | **End of the meeting** |
| HH:MM | HH:MM |