



ELPID

E-learning Platform  
for Innovative  
Product Development

# TEMPLATES FOR STUDENTS

## **Agenda and Meeting Minutes**

October, 2020



# Meeting Minutes – Team name

## Meeting Information

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Date:

Time:

Location:

Attendees:

Absent:

Moderator:

Note taker:

## Agenda items

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1

2

3

## Decisions

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1

2

3

## New Action Items

Responsible

Due Date

1

2

3

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## Other Notes & Information

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