

[*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]

Participants	Organisation	Information
Stefano Proietti	ISINNOVA	Responsible for minutes:

Action/ Issue/Person responsible
Action, including person responsible and date

