# Protokollvorlage

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| * **Anlass** | Projekt xy Teambesprechung… |
| * **Ort** |  |
| * **Termin/Datum** |  |
| * **Teilnehmende** |  |
| * **Entschuldigt** |  |

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| **TOP**  **Nr.** | **Gegenstand**  **Thema** | **Ergebnis**  **Maßnahmen** | **Zuständigkeit** | **Termin** | **√** | **Bemerkung** |

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| **1** | Protokollkontrolle  Projektsitzung vom………… |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **2** | Genehmigung der  Tagesordnung |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **3** | Statusberichte |  |  |  |  |  |
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| **4** |  |  |  |  |  |  |
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| Protokoll erstellt von:  Datum………………… |
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| Verteiler: |