# Protokollvorlage

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| * **Anlass**
 | Projekt xy Teambesprechung… |
| * **Ort**
 |  |
| * **Termin/Datum**
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| * **Teilnehmende**
 |  |
| * **Entschuldigt**
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| **TOP****Nr.** | **Gegenstand****Thema** | **Ergebnis****Maßnahmen** | **Zuständigkeit** | **Termin** | **√** | **Bemerkung** |

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| **1** | ProtokollkontrolleProjektsitzung vom………… |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **2** | Genehmigung derTagesordnung |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **3** | Statusberichte |  |  |  |  |  |
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| **4** |  |  |  |  |  |  |
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| **5** |  |  |  |  |  |  |
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| Protokoll erstellt von:Datum………………… |
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| Verteiler: |