**AGENDA: TITLE OF THE MEETING**

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| --- | --- |
| **Meeting description** | |
| **Meeting** | Title of the meeting |
| **Meeting number** | Example |
| **Brief description** | Brief description and objectives of the meeting |
| **Date / Time** | mm/dd/yyyy 00:00h |
| **Location** | Example |
| **Attendants** | |
| **Chair / Organiser** | Name Surname, Affiliation |
| **Attendants** | Name Surname, Affiliation  Name Surname, Affiliation  Name Surname, Affiliation |
| **Detailed agenda** | |
| **00.00h** | Example |
| **00.00h** | Example |
| **Others** | |
| **Documents attached to be used/discussed** | Example.docx |
| **Status** | Draft / Final |
| **Comments** | Additional comments to be considered |