**Art der Besprechung:**

#### Protokoll vom:

**Uhrzeit:**

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| **Anwesend:**   |  |  | | --- | --- | | gelesen Hdz.: | erledigt am | |  |  | |  |  | |  |  | |  |  | |  |  | |  |
| **Entschuldigt:**  mit Angabe des Grundes  (krank, Urlaub, etc.) |  |
| **Protokollant:** |  |

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| **TOP** | **Inhalt** | Verantwortung |
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| **Nächster Termin:** | **XX.XX.20XX** |  |

**genehmigt:**