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| **Dissemination Event Minute** | |
| **Meeting Title:**  **Date: dd/mm/yyyy**  **Location (Venue, Country):**  Minute prepared by (Person, Partner):  Approved by (Person, Partner):  **Contents**  **Executive summary of the meeting**  **List of participants** | **Minute of the meeting**  3.1. Welcome/Opening remarks  3.2. Current topics/issues  3.3. Conclusions  3.4. Closing remarks / Action Points  **Annex documents**  4.1. Meeting materials  4.2. Other documents archived |
| **Executive summary of the meeting**  Please provide a brief comment on meeting objectives (about 50 words) and fill in the table | |

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| **Table 1 – Future activities agreed** | | |
| **Follow-up activities, e.g.** | **Person(s) in charge** | **Due date** |
| Define priority issues for further action |  |  |
| Prepare a draft document |  |  |
| Nominate workgroup members |  |  |
| Agree dates and organize next meeting |  |  |

