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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 remarks3.2. Current topics/issues3.3. Conclusions3.4. Closing remarks / Action Points **Annex documents**4.1. Meeting materials4.2. 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 |  |  |

