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| **Traktandenliste** |
| Projektsitzung No x |

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| **Teilnehmer:** |
| **Name** | **Firma** | **EMail** | **Bemerkung** |
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| Termin: | **Xxx** |
| Zeit: | **xxx**  |
| Ort: | **xxx**  |

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| **Traktanden**

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| 1. **xxx**
 | **30’** |
| * xxx
* xxx
* xxx
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| 1. **xxx**
 | **30’** |
| * xxx
* xxx
* xxx
 |  |
| 1. **xxx**
* xxx
* xxx
* xxx
1. **Weiteres Vorgehen**
 | **15’****10’** |
| * Offen Punkte
* Nächste Termine
 |  |
| 1. **Varia**
 | **5’** |
| * xxx
* xxx
 |  |
|  |

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