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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**   |  |  |  | | --- | --- | --- | | 1. **xxx** | | **30’** | | * xxx * xxx * xxx | |  | | 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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