



1. Title of the english minutes

Those present list of participants

Absent (excused) with excuse

Absent (not excused) no excuse

Guest guests

Location of the meeting Esslingen

Date 27. December 2000

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1.1. Topic one

1.1.1. Sub Topic to Topic one

Text for the topic.

1. Title of the english minutes

1.2. Dates

December 24, 2000: Christmas eve

December 24, 2000 20:00: distribution of presents

December 25, 2000: Christmas day (without entry in calendar)

1.3. Tasks

Task: Action (Who)

Task: Somebody has to do it

Task (today): Somebody do it

Task (yesterday)¹: Somebody did it (responsible)

1.3.1. After secret topic

If this section is printed outside the section "secret", some secret stuff is not printed. Check the option **Secret**.

(1.1). Additional Topic

(1.1).1. subtopic

1.4. Attachments

Enclosure 1.i: Attachment with two pages [2]

1.5. Decisions and votes

1.5.1. Opinions and Argumentations

HERDER: Different Opinion

A discussion to the theme:

Goethe One opinion

Schiller Another opinion

Arguments can be discussed with pro and contra

⊕ reason for it

¹done

- ⊕ important reason for it
 - ⊖ reason against it
 - ⊖ important reason against it
 - a comment
- ⇒ result

1.5.2. A single vote

Short voting

Yes	No	no vote	
1	2		3

And a single vote with decision:

Short voting

Yes	No	no vote	
1	2		3

Decision: Decision

1.5.3. A couple of votes

Vote one

Yes	No	no vote	
1	2		3

Vote two

Yes	No	no vote	
1	2		3

Decision: decision

Vote three

Yes	No	no vote	
1	2		3

1.5.4. Decisions

Decision: Decision

Decision: Decision without theme

Long text for the decision

1.6. Gantt Chart

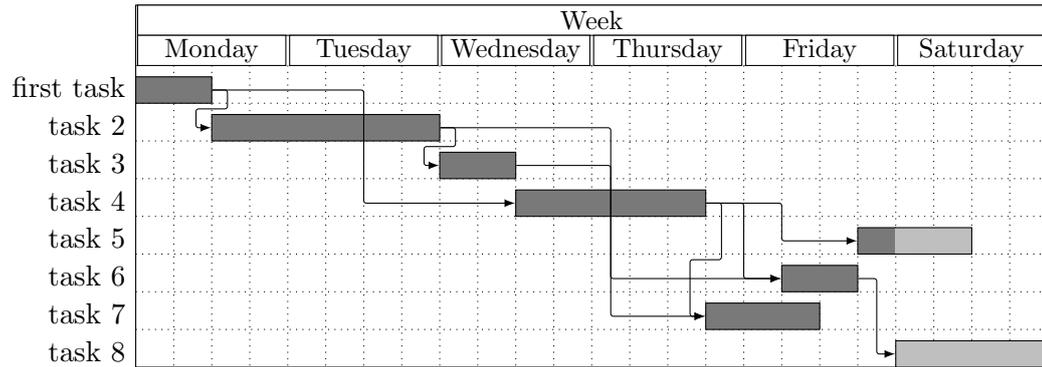


Figure 1.1.: Gantt Chart

A. Appendix

A.1. List of decisions

Decision 3

decision 3

Theme for a decision

Decision 3

A.2. List of open tasks

Who Action (27. December 2000) 1/2

Anybody Somebody has to do it (27. December 2000) 1/2

Anybody \hookrightarrow today
Somebody do it (27. December 2000) 1/2

A.3. List of attachments

1.i. Attachment with two pages 5 [2]

A.3. List of attachments