

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

List of topics

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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.I). Additional Topic

(1.I).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

- \oplus important reason for it
- \ominus reason against it
- \ominus important reason against it
- a comment
- \Rightarrow 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

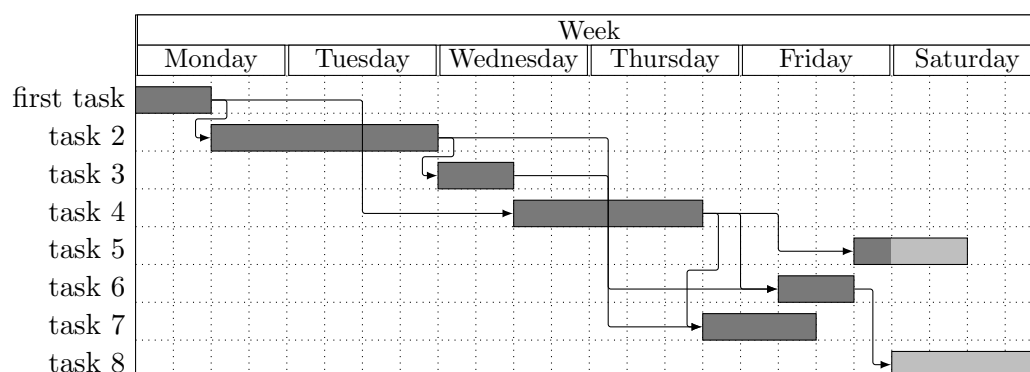


Figure 1.1.: Gantt Chart

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

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