Minutes

Date | Time Date | Time | Meeting organized by Organizer Name

# Participants

* **Participant** – MC Country

# Purpose of the meeting

Write here what was the purpose of the meeting

# Agenda Items and topics to be discussed

Agenda items to be discussed

# Action items

In the meeting, after some discussions, it was decided to:

* Action 1
* Action 2

# Next meeting

Date | Time, Location

Write here any note to be considered.

# Documents to be included in the meeting report.

Announcements