



MAGPIE

SMART GREEN PORTS

TEMPLATES FOR MINUTES OF CONSORTIUM MEETINGS

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1. Participation and Contribution

Attendance

NAME	Organisation	Present

2. Meeting details

Date :	dd-mm-yyyy
Location :	Location
Workpackage :	WPI-10
Minutes :	Author of the minutes
Start :	Specify start time

3. Meeting Agenda

4. Decisions

5. Actions

6. Next Meeting