



MEETING NAME

Date: YYYY-MM-DD, from HH:MM  
to HH:MM (HH.MM h)

Grant Agreement No 764879

# EASITRAIN

European Advanced Superconductor Innovation & Training

## MEETING MINUTES

### MEETING NAME

<b>Document identifier:</b>	EASITRAIN- <i>DOM-MIN-YYMMDDHHMM</i>
<b>Date and Time:</b>	YYYY-MM-DD, from HH:MM to HH:MM (HH.MM h)
<b>Place:</b>	Place
<b>Work package/Domain:</b>	Work package or domain name
<b>Document status:</b>	IN WORK   RELEASED
<b>Type:</b>	Management   Science & Technology   Annual Meeting   Workshop or Conference   Event
<b>Participants:</b>	Present = <input checked="" type="checkbox"/> , Excused = <input type="checkbox"/> <input type="checkbox"/> First Last, <input checked="" type="checkbox"/> First Last, <input checked="" type="checkbox"/> First Last (chair) <input type="checkbox"/> First Last (secretary), <input type="checkbox"/> First Last, <input type="checkbox"/> First Last, <input checked="" type="checkbox"/> First Last, <input checked="" type="checkbox"/> First Last, <input type="checkbox"/> First Last
<b>Links to Indico:</b>	URL to meeting on Indico URL to previous meeting on Indico



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**AGENDA**

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## 1. GUIDELINES (REMOVE FROM MINUTES!!!)



The document identifier needs to be set properly on the first page. It will automatically be updated in the header. The document identifier is constructed as follows:

EASITRAIN-**DOM**-MIN-**YYMMDDHHMM**

Replace DOM by the shortcut of the technical domain of the work:

MGT = Management

TEC = Technologies & Science

MTG = Management or working meetings

EVT = Workshop, conference or similar event

The text MIN remains, indicating that these are minutes

Replace YYMMDDHHMM by the date and time at which the meeting is scheduled to take place, YY = year, MM = month, DD = day, HH = hour, MM = minutes

Please use the document identifier as the filename of the document, separated by an underscore and a meaningful name of the meeting, e.g.

EASITRAIN-MGT-MIN-1506021300\_ManagementKickoffMeeting.docx



**Replace any text in blue colour** with the required information as described in the following guidelines. **Change the text colour to black** after you have provided the information.



Upload the minutes into the sub-folders called Minutes on

**<https://cern.ch/fcc/easitrain>**

**You need to be signed in!**

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Make sure to add a link to the meeting Indico page in the first page!  
Make sure that the document status is set to **RELEASED** after approval of the minutes! You can directly edit the document in the Web page by clicking on it

## 2. APPROVAL OF MINUTES

**First Last** opened the {Name} Meeting at HH:MM. The minutes of the {Name} Meeting were approved.

## 3. TASKS

Tasks are ordered by completion status, new and ongoing tasks first. Status is one of {New, Ongoing, On hold, Completed, Postponed or Cancelled}.

Description and Comments	Status	Assigned
<b>New task</b>	New	
<b>Old task</b>	Done	



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**4. NEWS**

None.

**5. AGENDA ITEM 1**

Text

**6. PLANNED MEETINGS**

This section contains planned meetings.

Title	Date	Location	Convener
	YY-MM-SS	{Room}	{Name}

**7. AOB**

The meeting was closed at HH:MM.