



Meeting minutes log W01

Customer:  
Date:  
Last MM, No.:

<...>  
2021-XX-XX  
1

| NO | Decision / Action (from MM) | Taken in MM No. | Responsible | Deadline | Status | Comments on status update (if needed) |
|----|-----------------------------|-----------------|-------------|----------|--------|---------------------------------------|
| 1  |                             |                 |             |          |        |                                       |
| 2  |                             |                 |             |          |        |                                       |
| 3  |                             |                 |             |          |        |                                       |
| 4  |                             |                 |             |          |        |                                       |
| 5  |                             |                 |             |          |        |                                       |
| 6  |                             |                 |             |          |        |                                       |
| 7  |                             |                 |             |          |        |                                       |
| 8  |                             |                 |             |          |        |                                       |
| 9  |                             |                 |             |          |        |                                       |
| 10 |                             |                 |             |          |        |                                       |
| 11 |                             |                 |             |          |        |                                       |
| 12 |                             |                 |             |          |        |                                       |
| 13 |                             |                 |             |          |        |                                       |
| 14 |                             |                 |             |          |        |                                       |
| 15 |                             |                 |             |          |        |                                       |
| 16 |                             |                 |             |          |        |                                       |
| 17 |                             |                 |             |          |        |                                       |
| 18 |                             |                 |             |          |        |                                       |
| 19 |                             |                 |             |          |        |                                       |
| 20 |                             |                 |             |          |        |                                       |
| 21 |                             |                 |             |          |        |                                       |
| 22 |                             |                 |             |          |        |                                       |
| 23 |                             |                 |             |          |        |                                       |
| 24 |                             |                 |             |          |        |                                       |
| 25 |                             |                 |             |          |        |                                       |
| 26 |                             |                 |             |          |        |                                       |

| Responsible |
|-------------|
| Person 1    |
| Person 2    |
| Person 3    |
| Person 4    |
| Person 5    |
| Bank        |
| Supplier    |

| Status      |
|-------------|
| Open        |
| In progress |
| Postponed   |
| Closed      |