

# Notification of a meeting

<b>Topic:</b> <b>Purpose of meeting:</b> <b>Using the result:</b>		
<b>Information about the meeting</b> <b>Date:</b> <b>Time:</b> <b>Place:</b> <b>Preparation:</b> <b>Bring:</b>	<b>Participants:</b>	
<b>Agenda</b>	<b>Sub-goals</b>	<b>Duration</b>