PROMETEUS – Preterm Brain-Oxygenation and Metabolic EU-Sensing: Feed the Brain

Grant Agreement Number 101099093

# *Cerchio con piccole linee simili a spruzzi[OCCASION/BODY]* MEETING MINUTE

**Date and time**: **[dd mm yyyy, h pm/am CET]**

**Meeting location**: [virtual, via emails/Zoom/place]

**Meeting Chair**: [Name (Affiliation short name)]

**Participants (voting members)**:

* [Name (Affiliation short name)];
* [Name (Affiliation short name)].

***Staff and Guests:***

* [Name (Affiliation short name), role for the project]

## Meeting Agenda

* *[A summary of the meeting agenda, e.g. meeting objectives and agenda items]*;
* Text.

## Meeting notes

* Text

## Decision Taken

* *[A list of decisions taken]*

## Actions/To Do Items

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Status (Open/In progress/Closed/On hold) | Schedule | Lead person in charge |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Proposed Agenda for next meeting

*[List potential agenda items of the next meeting]*

## Proposed date for next meeting

## Related documents

*[Name of document - location]*