

# Besprechungsagenda

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| --- | --- |
| Thema: | Datum: |
| Ort (evtl. Parkmöglichkeiten): | Uhrzeit: |
| Welches Material wird gebraucht (Beamer, Flipchart …): | Leiter der Besprechung: |
| Anwesende (Funktion, evtl. mit Foto): | Protokollführer: |
| Wer bereitet was vor? |
| Ziel der Besprechung: | |

Detaillierte Agenda (Anfang, Ende, Pausen berücksichtigen)

Uhrzeit

(von bis) Thema Verantwortlicher Was wird gebraucht?

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Maßnahmenliste

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| Nr. | Wer | Was (Aufgabe) | Prio. | Bis wann |
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# Energiepläne in Arbeit

Lfd.-Nr.

Vorhaben Projektleitr

Beginn Ende

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Datum Ablage

Lfd.-Nr.

Vorhaben Projektleitr

Beginn Ende

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Datum Ablage