Public

|  |  |  |
| --- | --- | --- |
| **Meeting minutes** | Date: | [Dato] |
| Meeting date: | [Møtedato] | Our ref.: |  |
| Present: | [Til stede/mottaker(e)] |
| Absent: |  |
| Copy to: |  |
| Note taker: |  |

**[Overskrift]**