

Project:	Sample Project	Project No.:	P00000
Reference:	Meeting minutes	Editor:	Mustermann
		Minutes No.:	001
Location:	Online meeting	Date:	01.01.2026

Participants/Distribution

No.	Name	Company/Function	Attendance	Distribution
1	Peter Muster	MSR-Innovations – Executive Management	x	x
2	Max Mustermann	MSR-Innovations – Project Management	x	x
3	Erika Musterfrau	Client – Executive Management	x	x
4	Anna Musterfrau	Client – Project Management	x	x
5	Thomas Musterberg	Client – Consultant	x	x
6	Jan Musterbau	Shell construction – Construction Manager	x	x
7				
8				
9				
10				

Attachments

No.	Attachment / Note	Pages
1		
2		
3		
4		
5		
6		
7		
8		

Prepared:	Place, date	Next meeting:	Date
	Signature	Max Mustermann	8:00
			Sample date

This document was prepared for MSR-Innovations GmbH. Customer-specific documents are used or prepared for each company.

Legend: Result (Res): T = Task D = Decision C = Completed F = Finding I = Information OP = Open item New entries are marked in blue.								
Chapter No.	Date	Item No.	Sub-item	Topic	Text	Status	To be completed by:	Due date:
0		0		General				
0	03.01.26	3	0	Overall bill of quantities	[Content not shown in the sample document]	F	MSR	31.01.2026
0	03.01.26	4	0	Battery concept	[Content not shown in the sample document]	T	Musterfrau	31.01.2026
0	03.01.26	5	0	Room concept battery room	[Content not shown in the sample document]	T	Musterfrau	31.01.2026
1		0		KG300	Building - Building construction			
1	01.01.26	2	0	Fire protection concept - H2 storage	[Content not shown in the sample document]	T	Mustermann	
1	01.01.26	6	0	Façade penetrations	[Content not shown in the sample document]	T	Mustermann	
1	01.01.26	6	1	Façade penetrations	[Content not shown in the sample document]	T	Musterfrau	
2		0		KG410	Waste water, water, and gas systems			
3		0		KG420	Heat-supply systems			
3	02.01.26	4	0	Frost protection H2 room	[Content not shown in the sample document]	T	Mr. Musterplan	

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New entries are marked in blue.

Chapter No.	Date	Item No.	Sub-item	Topic	Text	Status	To be completed by:	Due date:
3	02.01.26	5	0	Electric immersion heaters	[Content not shown in the sample document]	T	Mr. Musterplan	
4		0		KG430	Heating, ventilation and air-conditioning systems			
4	02.01.26	1	0	Emergency ventilation fan	[Content not shown in the sample document]	T	Mr. Musterplan	
4	02.01.26	1	0	Make-up air opening	[Content not shown in the sample document]	T	Mr. Musterplan	
5		0		KG440	Electrical systems			
5	02.01.26	1	0	Power supply compressor system	[Content not shown in the sample document]	F		

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Chapter No.	Date	Item No.	Sub-item	Topic	Text	Status	To be completed by:	Due date:
5	03.01.26	2	0	Feed-in NSHV (low-voltage main distribution)	[Content not shown in the sample document]	F		
5	03.01.26	3	0	Emergency grid supply	[Content not shown in the sample document]	T	Mr. Musterstein	
5	03.01.26	4	0	Cable to compressor station	[Content not shown in the sample document]	T	Mr. Musterstein	
5	03.01.26	5	0	Surge protection	[Content not shown in the sample document]	T	Mr. Musterstein	
5	03.01.26	6	0	Load power supply of the electric immersion heaters	[Content not shown in the sample document]	T	Mr. Musterstein	

Legend: Result (Res): T = Task D = Decision C = Completed F = Finding I = Information OP = Open item New entries are marked in blue.								
Chapter No.	Date	Item No.	Sub-item	Topic	Text	Status	To be completed by:	Due date:
5	03.01.26	7	0	Energy meter NSHV	[Content not shown in the sample document]	T	Mr. Musterstein	
5	03.01.26	8	0	Additional outgoing feeders from the NSHV	[Content not shown in the sample document]	T	Mr. Musterstein	
5	03.01.26	9	0	Network connections	[Content not shown in the sample document]	F	Mr. Musterstein	
5	03.01.26	10	0	Fuel cells	[Content not shown in the sample document]	F	MSR	

Legend: Result (Res): T = Task D = Decision C = Completed F = Finding I = Information OP = Open item New entries are marked in blue.								
Chapter No.	Date	Item No.	Sub-item	Topic	Text	Status	To be completed by:	Due date:
5	03.01.26	11	0	Equipotential bonding	[Content not shown in the sample document]	F	Mr. Musterstein	
6		0		KG450	Communications, security and information systems			
7		0		KG460	Transport systems			
8		0		KG470	Usage specific systems			
9		0		KG480	Building automation - MSR			
9	03.01.26	3	0	MSR system	[Content not shown in the sample document]	F	MSR	31.01.2026
10		0		KG490	Other measures for technical systems			