

Meeting minutes

Project	Sample project
Project number	P00000
Prepared by	Mustermann
Minutes number	001
Location	Online meeting
Date	1 January 2026
Reference	

Participants / distribution

No	Name	Company / role	Present	Copy
1	Peter Muster	MSR-Innovations - Management	x	x
2	Max Mustermann	MSR-Innovations - Project management	x	x
3	Erika Musterfrau	Client - Management	x	x
4	Anna Musterfrau	Client - Project management	x	x
5	Thomas Musterberg	Client - Consultant	x	x
6	Jan Musterbau	Structural works - Construction lead	x	x
7				
8				
9				
10				

Attachments

No.	Attachments / notes	Pages
1		
2		
3		
4		
5		
6		
7		
8		

Prepared: location, date | Signature: Max Mustermann

Next meeting: sample date, 08:00

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

Meeting minutes - action log

Chapter	Date	Item	Subitem	Subject	Text	Status	Action by	Due by
0 General								
0	3 Jan 2026	3	0	Overall bill of quantities	[Content not shown in the sample]	F	MSR	31 Jan 2026
0	3 Jan 2026	4	0	Battery strategy	[Content not shown in the sample]	A	Musterfrau	31 Jan 2026
0	3 Jan 2026	5	0	Battery room layout	[Content not shown in the sample]	A	Musterfrau	31 Jan 2026
1 KG300 Building - construction								
1	1 Jan 2026	2	0	Fire safety strategy - H2 storage	[Content not shown in the sample]	A	Mustermann	
1	1 Jan 2026	6	0	Facade penetrations	[Content not shown in the sample]	A	Mustermann	
1	1 Jan 2026	6	1	Facade penetrations	[Content not shown in the sample]	A	Musterfrau	
2 KG410 Wastewater, water and gas systems								
3 KG420 Heat supply systems								
3	2 Jan 2026	4	0	Frost protection in H2 room	[Content not shown in the sample]	A	Mr Musterplan	

Status codes: A = Action | B = Decision | E = Completed | F = Finding | I = Information | OP = Open item
New entries are shown in blue.

Meeting minutes - action log

Chapter	Date	Item	Subitem	Subject	Text	Status	Action by	Due by
3	2 Jan 2026	5	0	Electric immersion heaters	[Content not shown in the sample]	A	Mr Musterplan	
4 KG430 Ventilation and air-conditioning systems								
4	2 Jan 2026	1	0	Emergency ventilation fan	[Content not shown in the sample]	A	Mr Musterplan	
4	2 Jan 2026	1	0	Make-up air opening	[Content not shown in the sample]	A	Mr Musterplan	
5 KG440 Electrical power systems								
5	2 Jan 2026	1	0	Power supply to compressor installation	[Content not shown in the sample]	F		

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Meeting minutes - action log

Chapter	Date	Item	Subitem	Subject	Text	Status	Action by	Due by
5	3 Jan 2026	2	0	Supply to main LV switchboard	[Content not shown in the sample]	F		
5	3 Jan 2026	3	0	Emergency / mains power supply	[Content not shown in the sample]	A	Mr Musterstein	
5	3 Jan 2026	4	0	Cables to compressor station	[Content not shown in the sample]	A	Mr Musterstein	
5	3 Jan 2026	5	0	Surge protection	[Content not shown in the sample]	A	Mr Musterstein	
5	3 Jan 2026	6	0	Load power supply to electric immersion heaters	[Content not shown in the sample]	A	Mr Musterstein	

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Meeting minutes - action log

Chapter	Date	Item	Subitem	Subject	Text	Status	Action by	Due by
5	3 Jan 2026	7	0	Energy meter in main LV switchboard	[Content not shown in the sample]	A	Mr Musterstein	
5	3 Jan 2026	8	0	Additional outgoing circuits from main LV switchboard	[Content not shown in the sample]	A	Mr Musterstein	
5	3 Jan 2026	9	0	Network connections	[Content not shown in the sample]	F	Mr Musterstein	
5	3 Jan 2026	10	0	Fuel cells	[Content not shown in the sample]	F	MSR	

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Meeting minutes - action log

Chapter	Date	Item	Subitem	Subject	Text	Status	Action by	Due by
5	3 Jan 2026	11	0	Equipotential bonding	[Content not shown in the sample]	F	Mr Musterstein	
6 KG450 Telecommunications and IT systems								
7 KG460 Transport systems								
8 KG470 Use-specific systems								
9 KG480 Building automation - instrumentation and control								
9	3 Jan 2026	3	0	Instrumentation and control system	[Content not shown in the sample]	F	MSR	31 Jan 2026
10 KG490 Other measures for technical systems								

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