

[GrfA - Graphic]

# [TitA - Agenda Title]

[DatA - Date]Date :  
[TimA - Time]Time :  
[OrtA - Place]Place :

[EinA]Summoned by :  
[AnIA]Occasion :  
[LeiA]Presiding :  
[TeiA]Participants :  
[VorA]Please prepare :  
[MitA]Please bring :

## Agenda Points

[PktA]			
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## Further Information

[GstA - Guests on the Agenda]Guests:

[FchA - Experts on the Agenda]Experts:

[RemA - Remarks on the Agenda]Remarks:

[DeIA]

Special features of the Agenda wizard templates:

The tables for the minutes are copied as follows:

```
GotoBookmark(«ThmP«)
```

```
CursorUp()
```

```
CursorDownWithSelection()
```

```
//Now the entire table including the above-lying paragraph (as a separator) should be selected.
```

```
Cut()
```

```
FOR i:=nAnz DOWNTO 1 DO
```

```
  BEGIN
```

```
    Paste()           // Insert table, including separator paragraph
```

```
    CursorUp()        // Cursor back to separator paragraph above table
```

```
    CursorRight()     // Cursor to beginning of table; the theme is placed here!
```

```
    InsertString(Theme[i])
```

```
    GotoNextCell()
```

```
    InsertString(Speaker[i])
```

```
    GotoNextCell()
```

```
    InsertString(Time[i])
```

```
    CursorUp()        //Cursor should now be back in the separator paragraph above the table
```

```
  END;
```

[DeIE]

[Umbr - Here is the break]

[GrfP - Graphic]

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[MitP]Please bring :  
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## Agenda Points

[PDum - Absolutely necessary in this position]

<b>[ThmP]</b>
Discussion:
Conclusion:
To do:

## Further Information

[GstP - Guests in minutes]Guests:

[FchP - Experts in minutes]Experts:

[RemP - Remarks in minutes]Remarks: