

[GrfA - Graphic]

# [TitA - Agenda Title]

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

[EinA]Summoned by :  
[AnlA]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:  
[DelA]

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;

[DeLE]

[Umbr - Here is the break]

[GrfP - Graphic]

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[MitP]Please bring :

## 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: