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| **Thema** |  |
| **Datum** |  |
| **Uhrzeit** |  |
| **Ort** |  |
| **Teilnehmer\*innen** |  |
| **Protokollführer\*in** |  |

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| **Maßnahmen** |  |
| 1. **Maßnahme 1**
2. **Maßnahme 2**
3. **Maßnahme 3**
4. **Maßnahme 4**
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| **Maßnahme 1** |

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| **Was ist zu tun** |  |
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| **Verantwortlich** |  |
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| **Frist** |  |
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| **Anmerkung** |  |
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| **Maßnahme 2** |

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| **Was ist zu tun** |  |
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| **Verantwortlich** |  |
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| **Frist** |  |
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| **Anmerkung** |  |
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| **Maßnahme 3** |

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| **Was ist zu tun** |  |
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| **Verantwortlich** |  |
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| **Frist** |  |
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| **Anmerkung** |  |
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| **Maßnahme 4** |

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| **Was ist zu tun** |  |
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| **Verantwortlich** |  |
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| **Frist** |  |
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| **Erledigt** |  |
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| **Anmerkung** |  |
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