

# [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 :  
 [ProA]Minutes :  
 [NacA]Evaluation :

## Agenda Points

[P kt A]			
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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 seperator) should be selected.
Cut()
FOR i:=nAnz DOWNT0 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

```

[GrfP - Graphic]

in

**[TitP - Agenda Title]**

[DatP - ]Date	:
[TimP -]Time	:
[OrtP - Place]Place	:

the separator

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[ProP]Minutes :  
[NacP]Evaluation :

paragraph above the table  
END;

[DelE]

[Umbr - Here is the break]

## **Agenda Points**

[PDum - Absolutely necessary in this position]

[ThmP]		
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## **Further Information**

[GstP - Guests in minutes]Guests:

[FchP - Experts in minutes]Experts:

[RemP - Remarks in minutes]Remarks: