**Strukturierungshilfe: Protokoll Team**

**Datum: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Protokoll: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Zeitwächter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Moderation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Anwesende: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1) Themenspeicher**

|  |  |  |  |
| --- | --- | --- | --- |
| **Nr.** | **Themen** | **Priorität** | **Zeitdauer** |
| 1 |  |  |  |
|  | | | |
| 2 |  |  |  |
|  | | | |
| 3 |  |  |  |
|  | | | |
| 4 |  |  |  |
|  |  |  |  |
| 5 |  |  |  |
|  |  |  |  |

**2) Ergebnisprotokoll**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nr.** | **Thema** | **Ergebnis /**  **Aufgabe** | **Verant-**  **wortlich** | **Termin /**  **Vermerk** |
| 1 |  |  |  |  |
|  | | | | |
| 2 |  |  |  |  |
|  | | | | |
| 3 |  |  |  |  |
|  | | | | |
| 4 |  |  |  |  |
|  | | | | |
| 5 |  |  |  |  |
|  | | | | |
| 6 |  |  |  |  |
|  | | | | |
| 7 |  |  |  |  |
|  | | | | |
| 8 |  |  |  |  |
|  | | | | |
| 9 |  |  |  |  |
|  | | | | |
| 10 |  |  |  |  |
|  | | | | |

**3) Offene Themen / Wiedervorlage**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_