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| **會議名稱** |  | | | | |
| **會議地點** |  | | | | |
| 會議日期 | 年　　月　　日 | 起始時間 | **：** | 結束時間 | **：** |
| 主　　席 |  | **記　　錄** |  | | |
| 應　　到 | 人 | **實　　到** | 人 | | |
| 請　　假 | 人 | **缺　　席** | 人 | | |
| **與　　會　　人　　員** | |  |  |  |  | | --- | --- | --- | --- | | **姓　名** | **簽　到** | **姓　名** | **簽　到** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | | |