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| No. Laporan | |  | | | |  | Recorded (Initial) |
| TYPE of MEETING: *JENIS MEETING:* | |  | | | |  |
|  | |  | | | |  |
| **MINUTED BY: *NOTULEN*:** | | Name of person recording the meeting | | | |  |  |
|  | |  | | | |  |  |
| **DATE/*TANGGAL*:** | |  | **TIME/*WAKTU*:** | | |  |  |
|  | |  | | | |  |  |
| **LOCATION/*TEMPAT*:** | |  | | | |  |  |
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| **AGENDA/*ACARA*:** | |  | | | |  |  |
| **ATTENDANCE *DAFTAR HADIR*** | | | | | | | |
| **No.** | **NAME /*NAMA*** | | | **SECTION /*BAGIAN*** | **SIGNATURE /*TANDA TANGAN*** | | |
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| **No.** | **HASIL RAPAT** | | | **PENANGGUNG JAWAB** | **TANGGAL PENYELESAIAN** | | |
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