|  |  |  |  |
| --- | --- | --- | --- |
| 会议主题 |  | | |
| 会议时间 |  | 文档编号 |  |
| 会议地点 |  | 会议主持 |  |
| 会议要点 |  | | |
| 会议结论 |  | | |
| 参会人员 |  | | |
| 列席人员 |  | | |
| 纪要抄报 |  | | |
| 主报领导 |  | | |
| 领导意见 |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 行动计划/ Action Item | | | |
| 序号 | 事项 | 负责人 | 完成时间 |