会议纪要

会议类别：■ 编号：2019---001

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **会议时间** | | | 2015/10/25 8:30---10:00 | **会议地点** | | 电话会议 | | |
| **主 持 人** | | | 徐斌 | **记 录 人** | | 黎慈军 | | |
| **会议主题** | | |  | | | | | |
| **参会人员** | | | 徐斌、黎慈军、 | | | | | |
| **请假人员** | | |  | | | | | |
| **会议主要内容** | | | | | | | | |
| **1** | |  | | | | | | |
| **2** | |  | | | | | | |
| **决 议 事 项** | | | | | | | | |
| **序号** | **决议事项内容** | | | | **负责人** | | **完成期限** | **结果跟踪** |
| 1 |  | | | |  | |  |  |
| 2 |  | | | |  | |  |  |
| 3 |  | | | |  | |  |  |
| 4 |  | | | |  | |  |  |
| 5 |  | | | |  | |  |  |
| 6 |  | | | |  | |  |  |

**整理：**  **审核：**