|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| <<XXX專案>> 會議記錄 | | | | | | | | | |
| 會議日期 | |  | | | | | | | |
| 時間 | |  | | | | | | | |
| 地點 | |  | | | | | | | |
| 主持人 | |  | | | | | | | |
| 紀錄者 | |  | | | | | | | |
| 目的 | |  | | | | | | | |
| 參與者 | | | | | | | | | |
| 姓名 | | E-mail | | | | | 角色 | | |
|  | |  | | | | |  | | |
|  | |  | | | | |  | | |
|  | |  | | | | |  | | |
|  | |  | | | | |  | | |
| 會議議程 | | | | | | | | | |
|  | | | | | | | | | |
| 會議討論議題 | | | | | | | | | |
|  | | | | | | | | | |
| Action Item後續處理項目 | | | | | | | | | |
| 編號 | 處理動作 | | | 負責人員 | | 處理期限 | | 狀態 | 備註 |
|  |  | | |  | |  | | **Open** |  |
|  |  | | |  | |  | | **Ongoing** |  |
|  |  | | |  | |  | | **Suspended** |  |
|  |  | | |  | |  | | **Closed 12/31** |  |
| 下次會議 | | | | | | | | | |
| 日期 | | | 時間 | | 地點 | | | | |
|  | | |  | |  | | | | |