|  |  |  |
| --- | --- | --- |
| **Agenda/ Acara** |  | **: {agenda}** |
| **Hari/Tanggal** |  | **: {date}** |
| **Jam** |  | **: {time}** |
| **Tempat** |  | **: {place}** |

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| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | | |
| **NO.** | **NAMA** | **JABATAN/BAGIAN** | ***Email*** | **TANDA TANGAN** | | |
| **No.Telp/*HandPhone*** |
| 1 | {name} | {position} | {email} | {signature} |  |
| {phone} |
| 2 | {name} | {position} | {email} | 2.  {signature} |
| {phone} |
| 3 |  |  |  | 3. |
|  |

|  |  |
| --- | --- |
| Catatan: | Penanggung Jawab Kegiatan,  ………………  {signature\_admin}  (……………………………..) |