NOTULA

|  |  |  |
| --- | --- | --- |
| Nama rapat | : | ${nama\_rapat} |
| Hari, Tanggal | : | ${hari} / ${tanggal} |
| Pukul | : | ${pukul} WIB |
| Tempat | : | ${tempat} |
| Susunan acara | : | |  |  | | --- | --- | | ${no\_su}. | ${susunan\_acara} | |  |  | |
| Pimpinan Rapat | : | ${pemimpin\_rapat} |
| Peserta Rapat | : | |  |  | | --- | --- | | ${no\_np}. | ${nama\_peserta} | |  |  | |

|  |  |  |
| --- | --- | --- |
| 1. Persoalan yang dibahas | : | ${persoalan\_dibahas} |
| 2. Tanggapan Peserta Rapat | : | ${tanggapan\_peserta\_rapat} |
| 3. Simpulan | : | ${simpulan} |

|  |  |  |
| --- | --- | --- |
|  |  | ${nama\_jabatan}  ${tanda\_tangan:100:100}  ${nama\_pejabat}  ${NIP} |

LAMPIRAN

${lampiran}

FILE PENDUKUNG

${file\_pendukung\_rapat}