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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 序号 | 事项 | 责任人 | 初始计划完成时间 | |  | 未完成原因 | 解决方案 | 更改计划完成时间 开始时间完成时间 | | 备注 |
| 开始时间 | 完成时间 |
| 本周 工作 总结 |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
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| 10 |  |  |  |  |  |  |  |  |  |  |