# **AGENDA RAPAT**

| **Nama Proyek:** |  | | |
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| **Nama Kelompok:** |  | | |
| **Tanggal:** (MM/DD/YYYY) |  | **Waktu:** |  |
| **Pemimpin Rapat:** |  | **Tempat:** |  |

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| 1. Tujuan Rapat |
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| 2. Peserta | | | |
| **Nama** | **Divisi/Bidang** | **E-mail** | **Telepon** |
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| 3. Agenda Rapat | | |
| **Topik** | **Pengusul** | **Waktu** |
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| 4. Persiapan (form interview/hasil survey/dokumen/interface/dll) | |
| **Deskripsi** | **Disiapkan oleh** |
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# **NOTULEN RAPAT**

| **Notulen Disiapkan Oleh:** | |  | | | **Tempat:** | | |  | | |
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| 1. Agenda dan Catatan, Keputusan, Isu | | | | | | | | | | |
| **Topik** | | | | | | | **Disampaikan Oleh** | | | **Waktu** |
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| 2. Aksi Tindaklanjut yang Dilakukan | | | | | | | | | | |
| **Aksi** | | | | | | | **Pelaksana** | | | **Batas Akhir** |
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| 3. Rapat Berikutnya | | | | | | | | | | |
| **Tanggal:** (MM/DD/YYYY) |  | | **Waktu:** |  | | **Tempat:** | | |  | |
| Tujuan: |  | | | | | | | | | |