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| 徐州徐工挖掘机械有限公司 | | | | | | | | | 会议纪要 | | | | | | | | | 编号：{{meetingNo}} | | | | |
| 会议主题 | | | {{meetingTheme}} | | | | | | | | | | | | | | | | | | | |
| 召开时间 | | {{meetingTime}} | | | | 召开地点 | | {{meetingPlace}} | | | | 会议负责人 | | {{meetingOrgUserName}} | | | | | 组织部门 | | | {{meetingOrgDepName}} |
| 参会人员 | | {{meetingUserNames}} | | | | | | | | | | 缺席人员 | |  | | | | | 记录人 | | | {{applyName}} |
| 会议  议题 | {{meetingTheme}} | | | | | | | | | | | | | | | | | | | | | |
| 会议概要 | {{contentAndConclusion}} | | | | | | | | | | | | | | | | | | | | | |
| 会 议  记  录  及  要  点 | {{details}}序号 | | | 会议纪要描述 | | | | | | | 第一责任人 | | | | | 其他责任人 | | | | | 预计完成时间 | |
| [index] | | | [meetingContent] | | | | | | | [meetingPlanRespUserIds\_name] | | | | | [otherPlanRespUserIds\_name] | | | | | [meetingPlanEndTime] | |
| 主送 |  | | | | | | 抄送 | |  | | | 编制 |  | | 审核 | |  | | | 批准 | |  |
| 会签  单位 |  | | | |  | |  | | |  | |  | | |  | | | | |  | | |
| 签字 |  | | | |  | |  | | |  | |  | | |  | | | | |  | | |

注:会议任务完成情况请登录RDM系统填写，以RDM系统填写结果为准。RDM管理网网址:http://10.15.10.92/rdm/index.do;技术网网址:http://10.15.7.246/rdm/index.do。RDM账号姓名为OA账号。