**会议纪要**

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| **会议基本信息** | | | | | | | | | |
| **会议类别** | | | 技术会议 | | **会议日期** | | 2020-4-1 | | |
| **会议地点** | | | 会议室 | | **会议主题** | | 进度成果汇报 | | |
| **主持人** | | | XXX | | **记录人** | | XXX | | |
| **开始时间** | | | 9：00 | | **结束时间** | | 10:30 | | |
| **参会人** | | | XXX XXX XXX | | | | | | |
| **会议主要内容** | | | | | | | | | |
| 会议概述 | | | 1. 项目进度及完成时间 | | | | | | |
| 讨论内容 | | | 1. 项目进度及完成时间 2. XXX项目 3. XXX。 4. XXX。 5. XXX。 6. XXX 项目 7. 开发功能方面，10月30日，功能完成 | | | | | | |
| **会议总结** | | | | | | | | | |
| **问题汇总** | **序号** | **内容** | | **执行人** | | **完成期限** | | **处理意见/完成情况** | **验证人** |
| 1 |  | |  | |  | |  |  |
| 2 |  | |  | |  | |  |  |
| 3 |  | |  | |  | |  |  |
| 4 |  | |  | |  | |  |  |
| **会议总结** |  | | | | | | | | |

**会议签到表**

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| --- | --- | --- | --- | --- |
| **序号** | **单位** | **部门** | **姓名** | **签名** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
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| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |