Ordre du jour

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| Réunion demandée par :  Type de réunion :  Assistant :  Contrôleur des présences :  Secrétaire : | Participants :  À lire :  Merci d'apporter : |

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Sujet A | Nom du présentateur : |  | Prise de notes ? |  |  |  | | --- | | Discussion : | |  |  |  |  | | --- | --- | | Observateurs : | Responsable des ressources : | |  |  |  |  | | --- | | Autres informations : | |  | | Conclusions : | |  |  |  |  |  | | --- | --- | --- | | Liste d'actions : | Personne responsable : | Échéance : | |  |  |  | |

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Sujet B | Nom du présentateur : |  | Prise de notes ? |  |  |  | | --- | | Discussion : | |  |  |  |  | | --- | --- | | Observateurs : | Responsable des ressources : | |  |  |  |  | | --- | | Autres informations : | |  | | Conclusions : | |  |  |  |  |  | | --- | --- | --- | | Liste d'actions : | Personne responsable : | Échéance : | |  |  |  | |