**会议纪要**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **会议基本信息** | | | | | | | | | |
| **会议类别** | | | □管理会议 □技术会议 | | **会议日期** | |  | | |
| **会议地点** | | |  | | **会议主题** | |  | | |
| **主持人** | | |  | | **记录人** | |  | | |
| **开始时间** | | |  | | **结束时间** | |  | | |
| **参会人** | | |  | | | | | | |
| **会议主要内容** | | | | | | | | | |
| 会议概述 | | | 1. 议题1 2. 议题2 3. 议题3 4. 议题4 | | | | | | |
| 讨论内容 | | | 1. 议题1   [议题1的具体讨论内容]   1. 议题2   [议题2的具体讨论内容]   1. 议题3   [议题3的具体讨论内容]   1. 议题4   [议题4的具体讨论内容] | | | | | | |
| **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** | 1. 结论1 2. 结论2 3. 结论3 4. 结论4 | | | | | | | | |

**会议签到表**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **序号** | **单位** | **部门** | **姓名** | **签名** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |