### 會議記錄表(每學期至少需要開四次會)

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| 永平高中 社團 會議記錄表 (可上網下載表格或影印) | | | |
| 會議名稱 |  | 主席 |  |
| 開會地點 |  | 記錄 |  |
| 開會日期 |  | 應到人數 |  |
| 開會時間 |  | 實到人數 |  |
| 出席人員  簽到 |  | | |
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| 討論事項： | | | |
| 1. | | | |
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| 臨時動議： | | | |
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| 主席總結： | | | |
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