GFDZJBM09：会议纪要

会 议 纪 要

编号：

工程名称： 签发：

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 会议地点 | |  | 会议时间 | |  | |
| 会议主持人 | |  | | | | |
| 会议主题： | | | | | | |
| 上次会议问题落实情况： | | | | | | |
| 本次会议内容： | | | | | | |
| 主送单位 |  | | | | | |
| 抄送单位 |  | | | | | |
| 发文单位 |  | | | 发文时间 | |  |

注 会议纪要由监理项目部起草，经总监理工程师签发后下发。

\_\_\_ XXX项目\_\_\_\_会议签到表

日 期：

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| --- | --- | --- | --- |
| 姓 名 | 工作单位 | 职务/职称 | 电 话 |
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