باسمه تعالی

**صورت‌جلسه انجمن‌های علمی دانشجویی دانشگاه گیلان**

* **مشخصات جلسه**

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| موضوع جلسه : ......................................................................................................................................................................................................... |
| تاریخ جلسه : ........................... | ساعت شروع : .......................... | ساعت خاتمه : ..................... | شماره جلسه : ........................... |
| مکان جلسه : ....................................................................................... | دبیر جلسه : ................................................................................... |

* **مدعوین جلسه**

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| **حاضرین در جلسه** |
| ردیف | نام و نام­خانوادگی | سمت | امضا |
| 1234567 | .............................................................................................................................................................................................................................................................................................................................................................................................................................................................................. | .............................................................................................................................................................................................................................................................................................................................................................................................................................................................................. | ............................................................................................................................................................................................................................................................................................................................................................................................................................................................................................ |
| **غائبین در جلسه** |
| ردیف | نام و نام­خانوادگی | سمت | توضیحات |
| 123 | ...................................................................................................................................................................................................... | ...................................................................................................................................................................................................... | ............................................................................................................................................................................................................ |

* **دستور کار جلسه**

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| ردیف | شرح دستور کار |
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* **مصوبات جلسه**

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| ردیف | شرح مصوبه | مسئول پیگیری | مهلت |
| 12345678910 | .......................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................... | .......................................................................................................................................................................................................................................................................................................................................................................................................................... | .................................................................................................................................................................................................................................................. |

امضاء حاضرین در جلسه: