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|  |  | الإصدار االثانى 1440 هـ |
|  | نظام إدارة الجودة (ISO 9001:2015) |
|  | نموذج محضر اجتماع |
|  |  | **02-01- 040171** |

**وكالة/ وحدة/ قسم/ لجنة :**

**تاريخ الإجتماع: / / 14هـ**

**بداية الاجتماع : الساعة**

**الحضور :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **م** | **الاسم** | **التوقيع** | **م** | **الاسم** | **التوقيع** |
| **1** |  |  | **7** |  |  |
| **2** |  |  | **8** |  |  |
| **3** |  |  | **9** |  |  |
| **4** |  |  | **10** |  |  |
| **5** |  |  | **11** |  |  |
| **6** |  |  | **12** |  |  |

**المواضيع / القـــرارات:**

|  |  |  |  |
| --- | --- | --- | --- |
| **م** | **المواضيع / القـــرارات** | **المسئول عن التنفيذ** | **المسئول عن المتابعة** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |

**وقد انتهى الأجتماع في تمام الساعه ...............**

**يعتمد**

**………………………..**

|  |  |  |
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|  |  | الإصدار االثانى 1440 هـ |
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