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 |
| 1  2  3  4  5  6  7 | ..................................................................  ..................................................................  ..................................................................  ..................................................................  ..................................................................  ..................................................................  .................................................................. | ..................................................................  ..................................................................  ..................................................................  ..................................................................  ..................................................................  ..................................................................  .................................................................. | ....................................................................  ....................................................................  ....................................................................  ....................................................................  ....................................................................  ....................................................................  .................................................................... |
| **غائبین در جلسه** | | | |
| ردیف | نام و نام­خانوادگی | سمت | توضیحات |
| 1  2  3 | ..................................................................  ..................................................................  .................................................................. | ..................................................................  ..................................................................  .................................................................. | ....................................................................  ....................................................................  .................................................................... |

* **دستور کار جلسه**

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| ردیف | شرح دستور کار |
| 1  2  3  4  5  6  7  8  9  10 | ...................................................................................................................................................................................................................  ...................................................................................................................................................................................................................  ...................................................................................................................................................................................................................  ...................................................................................................................................................................................................................  ...................................................................................................................................................................................................................  ...................................................................................................................................................................................................................  ...................................................................................................................................................................................................................  ...................................................................................................................................................................................................................  ...................................................................................................................................................................................................................  ................................................................................................................................................................................................................... |

* **مصوبات جلسه**

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| --- | --- | --- | --- |
| ردیف | شرح مصوبه | مسئول پیگیری | مهلت |
| 1  2  3  4  5  6  7  8  9  10 | .................................................................................................................................  .................................................................................................................................  .................................................................................................................................  .................................................................................................................................  .................................................................................................................................  .................................................................................................................................  .................................................................................................................................  .................................................................................................................................  .................................................................................................................................  ................................................................................................................................. | .........................................  .........................................  .........................................  .........................................  .........................................  .........................................  .........................................  .........................................  .........................................  ......................................... | ..........................  ........................  ........................  ........................  ........................  ........................  ........................  ........................  ........................  ........................ |

امضاء حاضرین در جلسه: