### **نموذج محضر اجتماع رسمي**

| **محضر اجتماع** |  |
| --- | --- |
| **رقم الاجتماع** |  |
| **تاريخ الاجتماع** |  |
| **زمن الاجتماع** |  |
| **مكان الاجتماع** |  |

## 

| **جدول الأعمال** | |
| --- | --- |
| **م** |  |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |

## 

| **قرارات وتوصيات الاجتماع** | |
| --- | --- |
| **م** |  |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |

## 

| **ملاحظات** | |
| --- | --- |
| **م** |  |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |

## 

| **تاريخ الاجتماع القادم** |  |
| --- | --- |
| **مُعد المحضر** |  |
| **تاريخ إعداد المحضر** |  |

## 

| **المشاركون** | | | | |
| --- | --- | --- | --- | --- |
| **م** | **الاسم** | **المنصب** | **الحضور****(حضور – غياب – اعتذار)** | **التوقيع** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |