**光电信息与计算机工程学院**

**会议记录表**

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| **会议名称** |  | | | | | | | | | |
| **主持人** |  | | **会议时间** | |  | | **会议地点** | |  | |
| **应到人数** |  | | **实到人数** | |  | | **记录人** | |  | |
| **出席人员** | |  | | | | | | | | |
| **请假人数及事由** | |  | | | | | | | | |
| **缺勤人数及事由** | |  | | | | | | | | |
| **签到栏：** | | | | | | | | | | |
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| 会议主要内容： | | | | | | | | | | |
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