**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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