

**07 项目会议纪要  
(Project Meeting Minutes)**

(XXXX 项目) 会议纪要

**一、基本信息 I. Basic Info**

会议名称 Meeting Name:		召集人 Called By:	
会议日期 Meeting Date:		开始时间 Start time:	
会议地点 Meeting Place:		持续时间 Meeting duration:	
记录人 Minuted by:		审核人 Reviewed by:	

**二、会议目标 (简要说明会议的目标, 包括期望达到的结果)**

**II、Meeting Objective ( to brief the meeting objective, including the expected outcome )**

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**三、参加人员 (列出参加会议的人员, 他在项目中的头衔或角色)**

**III、Meeting attenders (to list the meeting attenders, and their titles or project roles)**

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**四、发放材料 (列出会议讨论的所有项目资料)**

**IV、Materials distributed ( to list the project materials to be discussed at the meeting )**

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**五、发言记录 (记录发言人的观点、意见和建议)**

**V、Speaking notes ( to note the speakers' points of view, opinions and suggestions)**

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**六、会议决议 (说明会议结论)**

**VI、Meeting decisions ( to state the meeting conclusions )**

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**七、会议纪要发放范围**

**VII、Distribution scope of meeting minutes**

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