**استمارة محضر اجتماع دار عبادة**

**Place of Worship –Minutes of Meeting Form**

|  |  |
| --- | --- |
| **Meeting Information** | **بيانات الاجتماع:** |
| **Name of Place of Worship:** | **اسم دار العبادة:** |
| **Meeting Date & Time:** | **التاريخ:** |
| **Meeting Venue:** | **مكان الإجتماع:** |
| **Meeting Agenda:** | **أجندة الاجتماع:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Attended By:** | **الحضور:** | | | |
| **Signature**  **التوقيع** | | **Position in Board**  **المسمى الوظيفي في المجلس** | **Name**  **الإسم** | **الرقم**  **No.** |
|  | |  |  | 1 |
|  | |  |  | 2 |
|  | |  |  | 3 |
|  | |  |  | 4 |
|  | |  |  | 5 |
|  | |  |  | 6 |
|  | |  |  | 7 |
|  | |  |  | 8 |
|  | |  |  | 9 |
|  | |  |  | 10 |
|  | |  |  | 11 |
|  | |  |  | 12 |
|  | |  |  | 13 |
|  | |  |  | 14 |
|  | |  |  | 15 |

|  |  |
| --- | --- |
| **Key Points Discussed:** | **بنود لنقاش :** |
|  |  |

|  |  |
| --- | --- |
| **Meeting Summary**: | **ملخص الاجتماع:** |
|  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Action Items** | | **التوصيات** | | | |
| **Action**  **التوصية** | **Owner**  **المسؤول** | | **Target Date**  **التاريخ المستهدف** | **Status**  **الحالة** | **الرقم**  **No.** |
|  |  | |  |  | **1** |
|  |  | |  |  | **2** |
|  |  | |  |  | **3** |
|  |  | |  |  | **4** |