**استمارة محضر اجتماع دار عبادة**

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

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

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

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| **Key Points Discussed:** | **بنود لنقاش :** |
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| **Meeting Summary**: | **ملخص الاجتماع:** |
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| --- | --- |
| **Action Items** | **التوصيات** |
| **Action****التوصية** | **Owner****المسؤول** | **Target Date****التاريخ المستهدف** | **Status****الحالة** | **الرقم****No.** |
|  |  |  |  | **1** |
|  |  |  |  | **2** |
|  |  |  |  | **3** |
|  |  |  |  | **4** |