بسم الله الرحمن الرحيم

**الحمد لله رب العالمين وصلى الله على نبينا محمد وعلى آله وصحبه أجمعين وبعد**

**أنه في يوم .......................... الموافق / / 14هـ الساعة:. ...... تم بحمد لله اجتماع ..........................**

**برئاسة ................. وكان مقر الاجتماع................................... .**

**وتمت مناقشة جدول الأعمال التالي :**

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**واتخذ حيال ذلك القرارات الآتية :.**

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**وقد انتهى الاجتماع في يومه وتاريخه .**

**موعد الاجتماع القادم :.**

**في يوم ........................... الموافق / / 14هـ مقر الاجتماع...................................**

**الساعة :. ...................... .**

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| **توقيع الأعضاء الحاضرين للإجتماع** | | | | | | |
| **م** | | **الاسم** | **التوقيع** | **م** | **الاسم** | **التوقيع** |
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