| **MIEJSCE SPOTKANIA:** | **DATA SPOTKANIA:** DD/MM/RRRR |
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**Autor:**

| **TEMAT:** |  |
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| **UCZESTNICY** | | | | | |
| --- | --- | --- | --- | --- | --- |
| ***[FIRMA 1]*** | ***[FIRMA 2]*** | ***[FIRMA 3]*** |  |  |  |
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| **LISTA DYSTRYBUCYJNA (UCZESTNICY + )** | | | | | |
| ***[FIRMA 1]*** | ***[FIRMA 2]*** | ***[FIRMA 3]*** |  |  |  |
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**ZAŁĄCZNIKI:**

* *[Załącznik 1]*
* *[Załącznik 2]*

|  | **Dla *[FIRMA 1]*** | **Dla *[FIRMA 2]*** | **Dla *[FIRMA 3]*** |
| --- | --- | --- | --- |
| Podpis : |  |  |  |
| Nazwa : |  |  |  |

| **POZYCJA** | **OPIS** | **WYMAGANE DZIAŁANIA** | **DZIAŁANIE PRZEZ** | **DATA** |
| --- | --- | --- | --- | --- |
| 0 | **Prezentacja porządku obrad** |  |  |  |
| **1** |  | I |  |  |
| **2** |  | A |  |  |
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|  | **KONIEC** |  |  |  |

**Legenda:**

**I - informacja**

**A - wymagane działania**