様式-9　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　 　　 No．1/2

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| プロジェクト番号 |  |  | 委託団体名 |  |

打合せ議事録　　　　　　　　　　　　　　　　　　　　　　 　令和　年　月　日作成

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| 場　　所 | | | |  | | | | | | | | | | | |
| 出  席  者 | |  | |  | | | | | | | | | | | |
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| 記録作成者 | | | |  | |  | | | | | | | | | |
| 協  議  概  要 |  | | | | | | | | | | | | | | |
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| 資  料 |  | | | | | | | | | | | | | | |
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|  | | | | | | | | | | 決定 | | 保留、期  限を記入 | | 継続、期  限を記入 | |
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|  | | |  |  |  | コンサルタント確認欄 | | | | | | | | | |
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|  | 決定 | 保留、期  限を記入 | 継続、期  限を記入 |
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【 注 】１．部　　数　　１部

　　　　２．提出期限　　打ち合わせ終了後速やかに

　　　　３．用　　紙　　日本産業規格Ａ４判縦とする。

　　　　４．その他　　打ち合わせの都度記録すること。