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| **Minutes of Meeting(MM)**  **between 00000000 and 000000000 for the Video Conference on July 0. 2000** |

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| Reporting date: |  | Written by: | |  |
| Meeting Title |  | | | | |
| Meeting Date and Time |  | Meeting location | |  | |
| Participants  (Name/Position) |  | | | | |
| Agenda and Discussion |  | | | | |
| Confirmed by | (000000)  Mr. 00000000000000000000000 | | (00000)  Ms.0000000000000000000 | | |
| (Signature) | | (Signature) | | |

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| **업무협의 회의록**  **‘2000.00.00 (00:00~00:00) 회의장소 / Zoom 활용 화상회의** |

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| --- | --- | --- | --- | --- |
| 회의일 |  | 작성자 | |  |
| 회의명 |  | | | | |
| 회의일시 |  | 회의장소 | |  | |
| 참석자  (성함/직함) |  | | | | |
| 회의내용 |  | | | | |
| 협의내용 확인 | (회사명)  성함 | | (회사명)  성함 | | |
| (Signature) | | (Signature) | | |