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| --- | --- | --- | --- | --- | --- |
| **رقم الاجتماع** | **اليوم** | **التاريخ** |  |  |  |
|  |  | **\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_** |  |  |  |

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| **م** | **القرارات** | | **المسؤول عن التنفيذ** | | **الوقت المحدد للتنفيذ** | **التنفيذ** | | **اسباب عدم التنفيذ** | | |
| **1** |  | |  | |  | ❑ **نعم** ❑ **لا** | |  | | |
| **2** |  | |  | |  | ❑ **نعم** ❑ **لا** | |  | | |
| **3** |  | |  | |  | ❑ **نعم** ❑ **لا** | |  | | |
| **4** |  | |  | |  | ❑ **نعم** ❑ **لا** | |  | | |
| **5** |  | |  | |  | ❑ **نعم** ❑ **لا** | |  | | |
| **6** |  | |  | |  | ❑ **نعم** ❑ **لا** | |  | | |
| **7** |  | |  | |  | ❑ **نعم** ❑ **لا** | |  | | |
| **8** |  | |  | |  | ❑ **نعم** ❑ **لا** | |  | | |
| **9** |  | |  | |  | ❑ **نعم** ❑ **لا** | |  | | |
| **10** |  | |  | |  | ❑ **نعم** ❑ **لا** | |  | | |
| **11** |  | |  | |  | ❑ **نعم** ❑ **لا** | |  | | |
| **12** |  | |  | |  | ❑ **نعم** ❑ **لا** | |  | | |
| **13** |  | |  | |  | ❑ **نعم** ❑ **لا** | |  | | |
| **14** |  | |  | |  | ❑ **نعم** ❑ **لا** | |  | | |
|  |  |  | |  | | | | |  |  | |
|  |  |  | |  | | | **يعتمد/ رئيس مكتب إدارة الجودة** | | |  | |