**Record Note**

<table>
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<th>No.</th>
<th>Cat.</th>
<th>Content</th>
<th>Responsibility</th>
<th>Finish Date</th>
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**Subject:**  
Meeting / Discussion / Teletalk record

**Date:**  
**Time:** from ___ to ___

**Location:**

**Topics:**
1.  
2.  
3.  
4.  
5.  

<table>
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<th>Name</th>
<th>Dept.</th>
<th>P / F</th>
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<tbody>
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**Category:**  
I = Information  
Di = Discussion  
De = Decision  
A = Action necessary