## **附件Appendix 3 會議記錄表NCHU Multidisciplinary Peer Observation Community Meeting Minutes Template**

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| **活動形式**  **Activity Categories** | **□ 課前討論pre-observation meeting**  **□ 課後討論post-observation meeting**  **□ 其他，請補充說明 Others：** | | |
| **開會日期**  **Date of Meeting** |  | **會議時間**  **Time** |  |
| **會議主持人**  **Meeting Facilitator** |  | **會議地點**  **Location** |  |
| **出席者Attendees** | | | |
|  |  |  |  |
|  |  |  |  |
| **欄位不足可自行增列 Insert new row(s) if needed.** | | | |
| **議程Agenda** | | | |
| **1. Discussion Topic….**  **2.** | | | |
| **重要資訊說明或決議Agreement /Action Items/Announcements** | | | |
| **1.**  **2.** | | | |
| **臨時動議Other Notes** | | | |
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