**CỘNG HOÀ XÃ HỘI CHỦ NGHĨA ViỆT NAM**

BM-XX-05

**Độc lập – Tự do – Hạnh phúc**

**BIÊN BẢN**

**Sinh hoạt tổ nhóm chuyên môn tháng...../2020**

I/ Thời gian:……………………………………………………………………….

II/ Địa điểm………………………………………………………………………..

III/ Thành phần: …………………………………………………………………..

 + Chủ tọa: ……………………………………………………………………

 + Thư ký: ……………………………………………………………………

 IV/ Nội dung:

1. Bình bầu nhận xét thi đua cuối tháng:

a/ Ưu điểm:

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b/Tồn tại:

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c/ Kết quả:

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2. Ý kiến

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3. Kết luận

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\* Cuộc họp kết thúc vào hồi .... giờ .... cùng ngày.

 **Chủ tọa Thư ký**