

銘 傳 大 學 班 會 紀 錄 表

Ming Chuan University Class Meeting Record 100.10.11

班 級 Class	時 間 Time	週次 Week	教室 Class -room	出席 人數 No. Present	缺席 人數 No. Absent	主 席 Chair	紀 錄 Recorder
	年/Year 月/Month 日/Day 星期/Week 節次/Period						
會 議 內 容 重 點 (Meeting Minutes)							
提 案 (Proposal/Reco mmendation)	表 決 事 項 (Item voted on)						
	表 決 結 果 (Voting results)		同 意 (Agree) :		票 (votes)		
		不 同 意 (Disagree) :		票 (votes)			
建 議 事 項 (Suggestions)							
導 師 Class Advisor			系 所 主 任 Department Chair				

註：

- 1、若有提案表決事項，敬請務必填寫表決結果，並經全班表決人數超過一半以上同意，方能成為本班提案，再依規定流程處理提案。

If there is a vote taken on any item, please make sure to fill out the voting result. An item will be proposed through the official process if more than half of the students in a class agree on it.

- 2、紀錄表先送導師簽閱後，當週送系秘書彙整，敬呈系主任閱後，系秘書請於次週三前，擲交生輔組(學務組)彙整呈報(如當週遇週會、假日請註明交回)

Meeting record should be submitted **within the week** to department secretary after it has been approved by class advisor. After the meeting record is approved by department chair, department secretary is to submit the record to Student Advising Section (Student Affairs Section) **before the following Wednesday** for collating. (If class meeting is cancelled due to weekly assembly or holiday, please indicate that on the form.)