SPSK PK 07/3

**SEKOLAH ........................................................................................................................**

**CONTOH FORMAT**

**MINIT MESYUARAT...................................................... BIL ………/TAHUN......………..**

Tarikh : ...........................................................................................................................

Masa : ...........................................................................................................................

Tempat : ...........................................................................................................................

Pengerusi : ...........................................................................................................................

Kehadiran(Bilangan) : ...........................................................................................................................

Nama Yang Hadir : ...........................................................................................................................

Nama Yang Tidak Hadir : ...........................................................................................................................

Turut Hadir (Jika ada) : ...........................................................................................................................

|  |  |
| --- | --- |
| **1** | **KATA ALU-ALUAN PENGERUSI** ***Tindakan:***  |
|  | 1.2. ***Tindakan:***  |
|  | 1.3. ***Tindakan:***  |
|  |  |
| **2** | **MEMBENTANG DAN MENGESAHKAN MINIT MESYUARAT YANG LEPAS.**2.1. ***Tindakan:***  |
|  | 2.2. ***Tindakan:***  |
|  | 2.3. ***Tindakan:***  |
| **3** | **PERKARA BERBANGKIT:**3.1. ***Tindakan:***  |
|  | 3.2. ***Tindakan:***  |
| **4** | **LAPORAN UNIT**4.1. ***Tindakan:***  |
|  | 4.2. ***Tindakan:***  |
|  | 4.3. ***Tindakan:***  |
| **5** | **HAL-HAL LAIN**5.1. ***Tindakan:***  |
|  | 5.2. ***Tindakan:***  |
|  | 5.3. ***Tindakan:***  |

Disediakan oleh, Disemak Oleh,

…………………..........................................……… ……………………...............................……….

( ) ( )

 Setiausaha Pengerusi