様式第１号－２

物件調査等業務打合せ記録簿

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 第　　回 | 提出日：令和　　年　　月　　日 | | | | | | | |
| 発注者  確認欄 |  |  | 総括監督員 | 担当監督員 | 受注者  確認欄 |  |  |
|  |  |  |  |  |  |
| 日　　時 | 令和 年 月 日（　） | | | 場　　所 |  | | |
| 委託業務の名称 |  | | | 打合せ  方式 | 会議　　電話　　メール | | |
| 出 席 者 | 発注者側 |  | | | | | |
| 受注者側 |  | | | | | |
| 発議事項 |  | | | | | | |
| (業務・内容等) | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| 備考 |  | | | | | | |