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| Please scan and send a copy of the completed attendance form to < Enter contact name and email address> |

# Section 1 – Meeting details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Manager name (Print): | Location: | Work area: | Date:  / / | Time:  : |
| Signature: |
| Meeting topics: | 1. Topic 1 2. Topic 2 3. Topic 3 | | | |
| Attachments discussed: | 1. Attachment 1 2. Attachment 2 3. Attachment 3 | | | |

## Section 2 – Attendance details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Print name: | Signature: | Date:  / / | Print name: | Signature: | Date:  / / |
| Print name: | Signature: | Date:  / / | Print name: | Signature: | Date:  / / |
| Print name: | Signature: | Date:  / / | Print name: | Signature: | Date:  / / |
| Print name: | Signature: | Date:  / / | Print name: | Signature: | Date:  / / |
| Print name: | Signature: | Date:  / / | Print name: | Signature: | Date:  / / |

# Section 3 – Comments

|  |  |
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| 1. |  |
| 2. |  |
| 3. |  |