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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

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