Staff Meeting Roll Call

Date: YYYY-MM-DD

Time: HH:MM

Facilitator: Name

#	Staff Name	Present	Absent	Late	Notes
1		☐	☐	☐	
2		☐	☐	☐	
3		☐	☐	☐	
4		☐	☐	☐	
5		☐	☐	☐	

General Notes:

Enter notes here...