

Manager Meeting Attendee Checklist

Meeting Details

Date: MM/DD/YYYY

Time: 00:00 AM/PM

Location: Meeting Room/Link

Attendee Information

Name: Your Name

Department: Department

Role: Role/Title

Checklist

- ☐ Received and read the meeting agenda
- ☐ Prepared discussion points or questions
- ☐ Brought all relevant documents or reports
- ☐ Informed team members (if required)
- ☐ Identified expected outcomes/next steps
- ☐ Arrived/present on time