

Committee Attendance and Decision Record

Committee Name: _____ **Date:** _____
Location: _____ **Time:** _____

Attendance

No.	Name	Role	Present	Signature
1			<input type="checkbox"/>	
2			<input type="checkbox"/>	
3			<input type="checkbox"/>	
4			<input type="checkbox"/>	

Agenda Items & Decisions

No.	Agenda Item	Decision/Action	Responsible	Deadline
1				
2				
3				

Chairperson Signature

Secretary Signature