

# 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