# Meeting Attendance Checklist

Date:

YYYY-MM-DD

Time:

HH:MM

Location:

Meeting Room

| # | Name | Present |
|---|------|---------|
| 1 | Attendee Name | ☐ |
| 2 | Attendee Name | ☐ |
| 3 | Attendee Name | ☐ |
| 4 | Attendee Name | ☐ |
| 5 | Attendee Name | ☐ |