

Staff Meeting Presence Checklist

#	Name	Department	Signature	Present	Remarks
1	Name	Department	Signature	<input type="checkbox"/>	Remarks
2	Name	Department	Signature	<input type="checkbox"/>	Remarks
3	Name	Department	Signature	<input type="checkbox"/>	Remarks
4	Name	Department	Signature	<input type="checkbox"/>	Remarks
5	Name	Department	Signature	<input type="checkbox"/>	Remarks