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|  | **MEETING****SIGN IN SHEET** |
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|  | MEETING TITLE  |  | DATE |  |
|  | **Monthly Department Meeting** |  | **mm/dd/yyyy** |  |
|  | DEPARTMENT |  | START TIME |  | END TIME |  |
|  | **<Department>** |  | **hh:mm AM** |  | **hh:mm AM** |  |
|  |  |  |  |  |  |  |
|  | Name | Title | Email Address | Signature |  |
|  | John Smith | Finance Officer | johnsmith@company.com |  |  |
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