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| **Meeting Attendance Sheet**  🗹 | |
| **Weekly Operational Meeting** | **Board Room** |
| MEETING TITLE | VENUE |
| **Simon Johnson** | **mm/dd/yyyy hh:ss AM** |
| MEETING MANAGER | MEETING DATE & TIME |

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name | John Smith |  | Name |  |
| Department: | Operation |  | Department: |  |
| Title | Product Manager |  | Title |  |
| Email: | johnsmith@company.com |  | Email: |  |
| Contact No. | 1 (800) 562-8888 |  | Contact No. |  |
| Signature |  |  | Signature |  |
|  |  |  |  |  |
| Name |  |  | Name |  |
| Department: |  |  | Department: |  |
| Title |  |  | Title |  |
| Email: |  |  | Email: |  |
| Contact No. |  |  | Contact No. |  |
| Signature |  |  | Signature |  |
|  |  |  |  |  |
| Name |  |  | Name |  |
| Department: |  |  | Department: |  |
| Title |  |  | Title |  |
| Email: |  |  | Email: |  |
| Contact No. |  |  | Contact No. |  |
| Signature |  |  | Signature |  |
|  |  |  |  |  |
| Name |  |  | Name |  |
| Department: |  |  | Department: |  |
| Title |  |  | Title |  |
| Email: |  |  | Email: |  |
| Contact No. |  |  | Contact No. |  |
| Signature |  |  | Signature |  |