

# Capital Approval Meeting: Attendees and Apologies

## Attendees

Name	Department	Role/Position	Signature
Jane Smith	Finance	Chairperson	
David Brown	Operations	Member	
Linda Green	Legal	Member	
Michael White	Project Management	Secretary	

## Apologies

Name	Department	Role/Position
Susan Lee	Risk Management	Member
Tom Baker	Procurement	Member

- This document lists attendees and apologies for record-keeping and governance purposes in capital approval meetings.
- Ensure that all present members sign in the designated signature column.
- Maintain this sheet as part of formal meeting documentation for future reference and compliance checks.
- Update the attendees and apologies section before each meeting and archive previous records properly.