

Attendance & Participation Report

Team: _____
Meeting Date: _____
Meeting Time: _____
Facilitator: _____

Attendance

#	Name	Role	Present	Absent	Reason (If Absent)	Notes
1	_____	_____	[]	[]	_____	_____
2	_____	_____	[]	[]	_____	_____
3	_____	_____	[]	[]	_____	_____

Participation Summary

Name	Participation (Key Inputs/Discussion Points)
_____	_____
_____	_____
_____	_____
_____	_____

General Observations/Remarks:

- This document serves as an official record of team attendance and participation during meetings.
- Ensure all details are accurately filled out immediately after the meeting.
- Participation notes provide insight into active engagement and contributions by each team member.
- Archived reports help monitor group dynamics and address attendance issues promptly.
- Confidentiality and fairness should be observed when recording reasons for absences and remarks.