

# 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.