**Attendance List After Meeting**



### **Post-Meeting Attendance List**

**Meeting Title:
Date:
Time:
Location:
Hosted By:**

| **No.** | **Name** | **Department/Role** | **Signature** |
| --- | --- | --- | --- |
| 1 | John Doe | Marketing |   |
| 2 | Jane Smith | Sales |   |
| 3 | Alice Johnson | HR |   |
| 4 | Chris Lee | IT |   |
| ... | ... | ... | ... |

**Meeting Notes:**

* Key decisions made
* Action items
* Other relevant observations

**Instructions:**

* List each participant's number and name under the respective columns.
* Specify each participant's department or role within the organization.
* Provide space for signatures if required, to confirm attendance or agreement with the meeting outcomes.