

# Attendance List After Meeting

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## 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.