**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11604&utm_source=integrated-content&utm_campaign=/content/staff-meeeting-templates&utm_medium=Staff+Meeting+Sign-In+Sheet+doc+11604&lpa=Staff+Meeting+Sign-In+Sheet+doc+11604)STAFF MEETING SIGN-IN SHEET   
TEMPLATE**

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| MEETING DATE | LOCATION | START TIME | END TIME |
| MM/DD/YY |  |  |  |
| MEETING TITLE / PROJECT NAME | | FACILITATOR | |
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| MEETING SIGN-IN | |  |  |  |
| **NAME** | **EMAIL** | **PHONE** | **SIGNATURE** | |
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