**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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| NEXT MEETING |  |  |  |  |
| MEETING DATE | LOCATION | START TIME | END TIME |
| MM/DD/YY |   |   |   |

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