

# Meeting and Attendance Log

Group Name: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Meeting Start and End Time: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

Attendance Taken By: \_\_\_\_\_

<b>Facilitator</b>	
<b>Volunteers</b>	
<b>Attendees</b>	
<b>Topics Discussed</b>	
<b>Notes for Next Meeting</b>	
<b>Debrief Notes</b>	