

Executive Meeting Attendance Record

Date: **[Date of Meeting]**

Location: **[Location of Meeting]**

Time: **[Start Time]** - **[End Time]**

Attendees:

Name	Position	Attendance Status
[Name 1]	[Position 1]	[Present/Absent]
[Name 2]	[Position 2]	[Present/Absent]

Minutes of the Meeting:

[Brief summary of discussions and decisions made during the meeting]

Next Meeting:

Date: **[Next Meeting Date]**

Time: **[Next Meeting Time]**

Location: **[Next Meeting Location]**

Prepared by: **[Your Name]**

Date of Preparation: **[Date Prepared]**