**Sample Meeting Attendance Sheet Template**

**Guiding instructions (to be deleted):** This is an optional, customisable template that a Local Disaster Management Group (LDMG) or District Disaster Management Group (DDMG) can use for recording meeting attendance.

**[Insert LDMG/DDMG Name] [Choose an item] Disaster Management Group**

**[Click to enter a date]**

**Record of Attendance:**

**Quorum =** [Insert quorum number] appointed members

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Agency** | **Name** | **Agency abbreviation** |
| **Members** | [Insert position], [insert agency/local govt. name]Chairperson/DDC |       |       |
|  | [Insert position], [insert agency/local govt name]Deputy Chairperson |       |       |
|  | [Insert position], [insert agency/local govt. name] Executive Officer |       |       |
|  | [insert position], [insert local govt. name] |       |       |
|  | [Insert position], [insert local govt. name] |       |       |
|  | [insert position], [insert department name] |       |       |
|  | [insert position], [insert department name] |       |       |
|  | [insert position], [insert department name] |       |       |
|  | [insert position], [insert department name] |       |       |
|  | [insert position], [insert department name] |       |       |
|  | [insert position], [insert agency name] |       |       |
|  | [insert position], [insert agency name] |       |       |
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|  |       |       |       |
| **Member Apologies** |       |       |       |
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|  |       |       |       |
| **Other attendees** |       |       |       |
|  |       |       |       |
|  |       |       |       |
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