# Project Team Attendance Form Sample for Excel

Use this **project team attendance form sample** for Excel to efficiently track and manage team member participation in project activities. Designed for easy customization, it helps maintain accurate attendance records and enhances project accountability. Ideal for project managers seeking streamlined monitoring tools.

| Date | Project Name | Team Member Name | Role | Status (Present/Absent/Late) | Remarks |
|---|---|---|---|---|---|
| 2024-07-01 | Website Revamp | Jane Smith | Developer | Present | - |
| 2024-07-01 | Website Revamp | John Doe | Designer | Late | Traffic delay |
| 2024-07-01 | Website Revamp | Emily Chen | Project Manager | Present | - |
| 2024-07-01 | Website Revamp | Michael Lee | QA Tester | Absent | Sick leave |

*This sample format can be copied into Excel and modified to suit any team or project.*