

# Team Attendance Form

This **team attendance form** sample is designed to help project teams efficiently track member participation and presence during meetings or work sessions. It ensures accurate record-keeping and fosters accountability within the team. Using this form simplifies attendance management across all project phases.

Date				
Project Name				
Facilitator/Leader				
#	Team Member Name	Attendance		Remarks
		Present	Absent	
1		<input type="checkbox"/>	<input type="checkbox"/>	
2		<input type="checkbox"/>	<input type="checkbox"/>	
3		<input type="checkbox"/>	<input type="checkbox"/>	

**Additional Notes:**

**Submit**