Staff Meeting Log Form

This **staff meeting log form** sample is designed to efficiently record meeting details and track employee attendance. It helps organizations maintain clear and organized documentation of discussions, decisions, and participant presence. Using this form ensures accountability and facilitates streamlined communication among team members.

Meeting Details

Date		Time	
Location			
Facilitator		Recorder	
Meeting Purpose/Agenda			

Attendance

#	Employee Name	Department	Present	Absent	Signature
1			☐	☐	
2			☐	☐	
3			☐	☐	

Meeting Notes / Discussion Summary

Action Items / Decisions

#	Action/Decision	Responsible Person	Due Date	Status
1				
2				

Next Meeting Schedule

Date		Time	
Location			