Stakeholder(s) present: Reli Neo

Date: Friday, October 18, 2013

All forms must have the ff fields: Project title, Form name, Date, Location, Subject, Row no.

GCAT/AdEPT/BEST Attendance Sheet

* Header
  + School
  + Project title
  + Date
* Columns
  + Name
  + Control no.
  + Course
  + Signature

POC-SMP

Project Delivery Forms (SMP-Students)

Project Delivery Forms (SMP-Teachers)

Summary Sheet

GET THE FF FORMS FROM PROJECT DELIVERY TEAM:

* Master lists
  + Language
  + Service Culture
  + BPO101/102
  + Systems Thinking
  + Business Communications
* Trainer profile

**Attendance Sheet**

GCAT/AdEPT/BEST

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| **No.** | **Name** | **Contact no.** | **Course** | **Signature** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

**Attendance Sheet**

Training

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name** | **Contact no.** | **Course** | **Signature** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |