0.
ORI® a Composite Company

ATTENDANCE LIST					
Title					
No.					
Date					
Time					
Venue					

Type of Meeting					
Facilitator					
Attendees	No.	Name	Department	Time	Sign
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				
	11				
	12				
	13				
	14				
	15				
	16				
	17				
	18				
	19				
	20				

No.	Agenda					
No.	Description	PIC	Deadline	Progress		