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|  | **MEETING**  **SIGN IN SHEET** |
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|  | MEETING TITLE | | | | | |  | DATE |  |
|  | **Monthly Department Meeting** | | | | | |  | **mm/dd/yyyy** |  |
|  | DEPARTMENT | | |  | START TIME | |  | END TIME |  |
|  | **<Department>** | | |  | **hh:mm AM** | |  | **hh:mm AM** |  |
|  |  | | |  |  | |  |  |  |
|  | Name | Title | Email Address | | | Signature | | |  |
|  | John Smith | Finance Officer | johnsmith@company.com | | |  | | |  |
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