



## Meeting Attendance Sheet

### Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the Meeting Attendance Sheet. The Meeting Attendance Sheet is used to document all individuals invited to and present at design/construction progress meetings. Attendees may include Metra, the Third Party Contractor, other operating railroads, communities, other agencies, etc.

The Meeting Attendance Sheet should be populated prior to the meeting. All individuals invited to the meeting should have their information included on the sheet. The sheet shall be printed and brought to the meeting, where attendees will initial next to their name, signifying their presence. The Meeting Attendance Sheet shall be included as a part of the Meeting Minutes package assembled and distributed (see the Meeting Minutes Instructions).

Third Party Contractors shall insert their own company logo in place of the Metra logo in the upper left-hand corner of the sheet.

Follow the notes on the subsequent pages for entering data into the Meeting Attendance Sheet. The Third Party Contractor shall enter as much information as possible for each individual invited to the meeting. Additional information shall be filled in manually by the attendees present at the meeting.

Meetings that are held virtually may have the option to provide a digital output of attendance. Meeting platforms such as Teams, Zoom, Go to Webinar, and others are just some examples of available online meeting software. These types of digital attendance lists are acceptable. However, the meeting organizer will need to input any missing data that would otherwise be included on the Meeting Attendance Sheet. All information fields that are required in this form need to be documented and accompanied by supplemental attendance sheets provided through software outputs.

### Notes:

1. To insert the Third Party logo, go to Page Setup in MS-Excel, click on the Custom Header button under the Header/Footer Tab, use the Insert Picture button and Format Picture button to insert and size the new logo in the Left Section of the Header.
2. Rows may be added as necessary to accommodate all individuals invited to the meeting.
3. Row heights shall be adjusted so that all text is readable when printed.
4. Rows 1 - 7 of the Meeting Attendance Sheet are set up to repeat at the top of each page when printed.
5. The general layout of the form has been established by Metra and shall not be altered by the Third Party Contractor.



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### Instructions

Notes	Description
Note 1	Enter the Project Name.
Note 2	Enter the Project number or PPN (Project Package Number applies to Capital Delivery Projects).
Note 3	Enter the Contract number.
Note 4	Enter the Task number, if applicable.
Note 5	Enter the name of the Third Party Contractor maintaining the attendance sheet.
Note 6	Enter the name of Metra's Project Manager/Construction Manager.
Note 7	Enter the date of the meeting.
Note 8	Enter the start time of the meeting.
Note 9	Enter the location of the meeting.
Note 10	Enter the purpose of the meeting.
Note 11	Enter the progress meeting number, if applicable.
Note 12	Enter the name(s) of invitees to the meeting.
Note 13	Enter the company name for each invitee to the meeting.
Note 14	Enter the title for each invitee to the meeting.
Note 15	Enter the email address for each invitee to the meeting.
Note 16	Enter the telephone number for each invitee to the meeting.

