

### Meeting Attendance Sheet

**Project Name:** RID Bridge Construction  
**Project # /PPN:** AA-9876 **Contract #:** K12345 **Task #:** N/A  
**Third Party Contractor:** ABC Construction **Metra's PM/CM:** XYZ Consultants

Date	Start	Location	Purpose	Meeting No.
10/1/2015	1:30 PM	5th Floor Conf. Room	Progress Meeting	1
Name (print) / initial	Company	Title	Email Address	Phone
John Doe	ABC Construction	Vice President	<a href="mailto:jdoe@abccompany.com">jdoe@abccompany.com</a>	312-123-4567
Mike Smith	Metra	Project Manager	<a href="mailto:msmith@metrarr.com">msmith@metrarr.com</a>	312-456-7890