XYZ CONSULTANTS

Meeting Attendance Sheet

Project Name: RID Bridge Construction
Project #: 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	jdoe@abccompany.com	312-123-4567
Mike Smith	Metra	Project Manager	msmith@metrarr.com	312-456-7890

SAMPLE