**IPEET**

**Attendance Sheet for Co-Study Meeting**

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| **Leader** |  | **SID** |  |
| Date | Meeting Topic | Meeting | Attendance Sign-In (at least 3 person each time) |
| Start & End | Duration |
|  | 　 | \_\_\_\_:\_\_\_\_│\_\_\_\_:\_\_\_\_ | 　 |  |
|  | 　 | \_\_\_\_:\_\_\_\_│\_\_\_\_:\_\_\_\_ | 　 |  |
|  | 　 | \_\_\_\_:\_\_\_\_│\_\_\_\_:\_\_\_\_ | 　 | 　 |
|  | 　 | \_\_\_\_:\_\_\_\_│\_\_\_\_:\_\_\_\_ | 　 | 　 |
|  | 　 | \_\_\_\_:\_\_\_\_│\_\_\_\_:\_\_\_\_ | 　 | 　 |
|  | 　 | \_\_\_\_:\_\_\_\_│\_\_\_\_:\_\_\_\_ | 　 | 　 |
|  | 　 | \_\_\_\_:\_\_\_\_│\_\_\_\_:\_\_\_\_ | 　 | 　 |

Note:

1. If the space provided is insufficient you may copy and attach sections of this form.

2. After your final meeting, please submit the attendance sheet attached with 5 photos taken at different meetings to the office. Please note that groups with less than **12 meeting hours** will not be eligible to receive any related incentives.