



**WEEKLY TECHNICIAN & SAFETY
MEETING NOTES AND
ATTENDANCE**

System: _____
Date: _____
Leader: _____
Safety: _____

Provide general notes on areas covered as well as who is making presentations. Attach copies of any handouts and include as part of record. Weekly Tech/Safety meetings must be documented and copies filed in the PM office. PM is to confirm all persons present. Add sections/pages as necessary.

Premise Topics		Comments
H&L/UG Topics		Comments
General Topics		Comments
Safety Topic		Comments

ATTENDEES (check your name below and sign)

Check	Printed Name	Sign

Check	Printed Name	Sign

Project Manager signature: _____

Date: _____