**Kainan University International Foundation Program**

**Academic Year \_\_\_\_ Semester \_\_\_\_ Attendance Sheet for the \_\_\_\_ Class Meeting**

Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Attendance: \_\_\_\_\_\_\_\_\_ persons, Actual Attendance: \_\_\_\_\_\_\_\_\_ persons, Absentees: \_\_\_\_\_\_\_\_\_ persons

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Name | No. | Name | No. | Name |
| 1 |  | 11 |  | 21 |  |
| 2 |  | 12 |  | 22 |  |
| 3 |  | 13 |  | 23 |  |
| 4 |  | 14 |  | 24 |  |
| 5 |  | 15 |  | 25 |  |
| 6 |  | 16 |  | 26 |  |
| 7 |  | 17 |  | 27 |  |
| 8 |  | 18 |  | 28 |  |
| 9 |  | 19 |  | 29 |  |
| 10 |  | 20 |  | 30 |  |

**Advisor** **'s Signature：**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Kainan University International Foundation Program**

**Academic Year \_\_\_\_ Semester \_\_\_\_ Minutes of the \_\_\_\_ Class Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting Date |  | Class |  |
| Meeting Venue |  | Recorder |  |
| Number of Attendees |  | Number of Absentees |  |
| Reports |  |
| Discussions |  |
| Resolutions |  |
| Advisor's Comments |  |
| Advisor 's Signature |  |

**Note:**

**A class meeting must be held at least once each semester.**

**Please submit this form along with the attendance sheet to the International Foundation Program Office within five days after the meeting for record-keeping.**