

Public Meeting Attendance Verification Form

Student Name: _____

I attended the following public meeting:

Meeting Name: _____

Meeting Date: _____

Beginning and Ending Time of Meeting: _____

Location of Meeting: _____

If possible, attach a copy of the official agenda of the meeting.

On a separate sheet of paper, type the questions and then your answers. Attach the paper to this form.

Why did you choose this meeting?

In your own words, describe the major issues discussed and action taken at the meeting.

What was the most interesting aspect of attending this meeting?

What were your general observations and reactions to attending this meeting?

If you were in charge of the meeting, how might you do things differently?

Signature of an official (verifying that you attended this meeting)

Date

