**The University of Manchester**

***Office of the Registrar and Secretary***

**TEAM BRIEFING**

# Team Brief - Register of Attendance

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| Briefing Team: | Briefer: |
| Date of Briefing: | *(Please retain in your Team Briefing file)* |

| Name (Print in Capitals) | Signature |
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**Absentees (remember to brief ASAP)**

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