

Employee ID Number
Employee Name
Employee Manager

5551111
John Smith
Molly Manager

### Monthly Meeting Summary

Month	Year	Complete	Date	? #1	? #2	? #3
January	2023	Yes	1/2/23	Yes	Yes	No
February	2023	No				
March	2023	No				
April	2023	No				
May	2023	No				
June	2023	No				

### Documentation on File

Document	Completed	Date
Non-Disclosure Agreement	Yes	8/16/22
Addendum	Yes	8/16/22
Compliance Training	No	

### Equipment Moves

Date	Manager	Security
1/1/23	Approved	Approved

### Security Incidents

Type	Date	Resolution
Door Control	4/1/22	Warning
Device Control	12/5/22	Unfounded