

Monthly Meeting Tracker

Manager Name
Team Alignment
Period of Evaluation

Steve Supervisor
General Floor Support
January 2023

Empl. ID	Name	Completed	Q1 Reply	Q2 Reply	Q3 Reply	Q4 Reply	By Who
101	Eddie Employee	Yes	Y	Y	Y	N/A	Steve
223	Donna Doright	No					
743	Amber Ambers	Yes	Y	N	N	Y	Susan
863	Betty Petty	No					
407	Tom Training	Yes	Y	Y	Y	Y	Steve
877	John Jones	No					
419	Mary Meetings	Yes	Y	N	N	Y	Becky
972	Amanda Agent	Yes	Y	N	N	Y	Steve
311	Nicole Newbie	No					

Required	9
Complete	5
Incomplete	4

100%
56%
44%

Goal
% Complete
% Incomplete