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| **Staff Meeting** | **Meeting Date:**  Click here to enter text. | |
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| List Members Present and Role  Click here to enter text. ~ Facilitator: (sets meeting agenda; facilitates meeting)  Click here to enter text. ~Note taker: (take and type up notes; email to group)  Click here to enter text. ~ Timekeeper: (keep facilitator to time specified) | |  |

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| **Agenda** | |
| **CALENDAR** | |
| **Activity**  **(ex. Staff meeting / Training / Conference)** | **Date(s) / NOTES** |
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| **FOLLOW UP: Review and update Action Plan items from last meeting** |

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| **Follow Up** | | | |
| **Agenda Item** | **WHO** | **Is doing WHAT** | **By WHEN / Status** |
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| **NEW AGENDA ITEMS** | | |
| **Topic** | **Discussion Items** | **Notes / Minutes** |
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| **NEW ACTION PLAN ITEMS** | | | |
| **Agenda Item** | **WHO** | **Is doing WHAT** | **By WHEN / Status** |
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