



Meeting with:	Date of meeting:
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Relevant info/data:

- 1.
- 2.
- 3.

Meeting objectives:	My desired meeting outcome:
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Meeting set up:

WHO is attending

WHAT is topic

WHY should people attend (What's in it for them?)

HOW format , process, agenda

MEETING OUTCOME:

Questions to kick start the conversation: <ul style="list-style-type: none">•••••	Actions/next steps:
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