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| Lilydale HS Meeting Agenda  |
| **MEETING AGENDA**[date], [start-time] - [end time][location] |

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| **TOPIC:**  | **Attendees:****Facilitator:****Note Keeper:****Timekeeper:** |

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| **MEETING OBJECTIVES:*** [objective 1]
* [objective 2]
* [objective 3]
 |
| **TO PREPARE FOR THIS MEETING, PLEASE:*** Read this agenda [optional: and reply to (name) with feedback by (date)]
* [other pre-work task]
 |
| **Schedule** [XX minutes] |
| **TIME** | **MINUTES** | **ACTIVITY** |
| x:xx-x:xx | x | Check-in, and review objectives of this meeting and how they connect to the objectives for our remaining team meetings this year |
| x:xx-x:xx | x | Review next steps from our previous meeting |
| x:xx-x:xx | x | Review Plus/Deltas from our previous meeting |
| x:xx-x:xx | x | **OBJECTIVE 1 -**  NOTES: |
| x:xx-x:xx | x | **OBJECTIVE 2 -**  NOTES: |
| x:xx-x:xx | x | **OBJECTIVE 3 -**  NOTES:  |
| x:xx-x:xx | x |  Review next steps from this meeting |
| x:xx-x:xx | x | Assess what worked well about this meeting and what we would have liked to change

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