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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   |  |  | | --- | --- | | **+ Plus** | **▲ Delta** | |  |  | |  |  | |

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