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| **Meeting Logistics:** *Let’s meet at this time ...* | | |
| **Date** | |  |
| **Time** | |  |
| **Method** | |  |
| **Meeting Agenda:** *Things to discuss may include ...* | | |
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| **Meeting Notes:** *Ideas and points to note include ...* | | |
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| **Action Items:** *Activities that would help progress our mentoring goals include ...* | | |
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| **Next Meeting:** *Let’s meet again on ...* | | |
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| **General Notes** | | |
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