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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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