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| --- | --- | --- | --- | --- | --- |
| **Member Name** | **Role** | **Absent** | **Member Name** | **Role** | **Absent** |
|  | Teacher |  |  | Engaged Participant |  |
|  | Facilitator |  |  | Engaged Participant |  |
|  | Recorder |  |  | Engaged Participant |  |
|  | Time Keeper |  |  | Engaged Participant |  |
|  | Engaged Participant |  |  | Engaged Participant |  |
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|  | Engaged Participant |  |  | Engaged Participant |  |

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| --- | --- | --- |
| **Date** | **Starting Time** | **Ending Time** |
|  | 10:50 | 12:00 |

**1. Celebrations-**

**2. Review Norms**

**3. Topic-**

**4. Topic-**

**5. Topic-**

**6. Topic-**

**7. Reflection:**

* Are we being proactive?
* Are we beginning with the end in mind?
* Are we putting first things first?
* Are we thinking win-win?
* Are we seeking first to understand, then to be understood?
* Are we synergizing?