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| **Meeting Agenda** | | |
| **Date:** | **Time:** | **School:** |
| **Type of Meeting:** | | |
| **Convener:** | | |
| **Facilitator:** | | |
| **Note Taker:** | | |
| **Supplemental Material:** | | |
| **Attendees:** | | |
| **Intended Meeting Results:** | | |

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| **Goal** | **Goal Rank by Priority** | **Baseline Data** | **Current Data** | **Target Data** | **Qualitative Impact of Intervention** | **Observed Challenges** | **Suggested Solutions** |
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| **Action Commitments from Meeting** | **Person Responsible** | **Deadline** |
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*\*A 3R agenda is centered on results, resources and relationships. These component pieces help groups have effective meetings.*