

Agenda for Rapport

Meeting Title

General Topic: Record general topic for the meeting

Facilitator: Name

Specific items

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|-----------|----------------------|
| 1. Item 1 | Presented by [...] |
| 2. Item 2 | Presented by [...] |
| 3. Item 3 | Presented by [...] |

Preparation

Reference any reading or other preparation that participants need to undertake

Relevant information

Record here any information that is valuable to you

Things to do

Record here any personal actions that arise from the meeting

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