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| **Type of Meeting:** Strategy |  **Date**: Nov 122018 | **Norms of Collaboration**  |
| **Attendees**:    | Copies: * Tom
* Sonya
* Paul
* Danny
* Bella
* Luiz
 |  Chair:* Sonya
 | * *Presuming Positive Intentions*
 |
|  **Agenda:**  |  | Attachments and/or links:   |   |
|   | **Item:**  | **Intention:**  | **Description / By Whom / When**   |
| 1  | Discussed how to initiate conversations and potential classroom visits.  | Seek Input | AllBy end of Week 13. |
| 2  | Ways to promote Strategy were discussed  | Develop | BZ |
| 3  | List of prototypes scaled/ditched/adopted to be compiled..  | Doing | BZ |
| 4  | Working on automating Day 8 emails and SET meeting agenda/minutes. | Seek Input | LM |
| 5 | Discussed the communication of Strategy via big posters on library foyer. | Doing | TJ |
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