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| **Type of Meeting:** Strategy | | **Date**: Nov 12  2018 | **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 | All  By 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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