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| **Context for the Meeting**: |
| **Proposed Meeting Results:** |

**Annotated Agenda**

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| **Time** | **Item** | | | **Notes/Reminders/Listen Fors** | |
|  | **Welcome** | | |  | |
|  | **Check-in**   * Effective question   ***Result:*** *Group is ready to work.* | | |  | |
|  | **Topic:**   * Context * Effective question   ***Result:*** | | |  | |
|  | **Topic:**   * Context * Effective question   ***Result:*** | | |  | |
|  | **Check-out**   * Context * Effective question   ***Result:*** *Group is ready for the next conversation.* | | |  | |
|  | **Adjourn** | | |  | |
| **Name** | | **Role** | **Contribution** | | |
| **Resources** | | **Relationships** |
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