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| MEETING MINUTES – DRAGON’S DEN |
| DATE: | Today’s Date |
| PERIOD: | Today’s Date |
| ATTENDEES: | **Students in class today** |
| ABSENCES: | Students absent |

# TOPICS DISCUSSED AND COMPLETED

Explain what you are working on today – everything that you are doing or have completed today, so that I know you were productive. Treat this as a diary of the day.

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| Tasks completed/worked on | Student responsible | Details |
| Item to action | Name(s) | What needs to be done |
| Item to action | Name(s) | What needs to be done |
| Item to action | Name(s) | What needs to be done |
| Item to action | Name(s) | What needs to be done |