

4. Explain the need for change. Ask for and record ideas.

| A. | B. |
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5. Discuss each idea. Express your support.

| A. | B. |
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6. Decide and record action(s) and timing. Set a follow up date.

| A. | B. |
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Commitments given.

A.....

B.....

Timescale for actions.....

Date of next meeting...../...../.....

Purpose/type of next meeting.....

