**Community of Practice | Meeting Notes**

**Date:** **Location:**

**Attendees**

**Apologies**

**Review of actions from previous meeting (if needed)**

**Topics discussed and outline of discussions**

**Actions before next meeting**

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| **Leader’s Reflections**  *This space is for you to provide some reflections on the meeting. For example:*  *What were you expecting before going into the meeting?*  *How do you feel the meeting went?*  *What were the strengths / less successful parts of the meeting?* |

**Date of next meeting**