**Level Meeting Agenda**

**Module …**

**Week …**

**Date: …**

**Time: … p.m. – … p.m.**

**Venue: … (… Floor)**

**Minute taker: …**

**Attendees: …** Teachers

**Apologies:**

|  |  |
| --- | --- |
| **Time/Duration** | **Item** |
| **3:45 p.m.** | * Welcome |
| **3.50 p.m.** | * Pacing Schedule |
| **3.55 p.m.** | * **…** * **…** * **…** * **…** * **…** |
| **4:45 p.m.** | * **…** |

**Late comers:**