**Name or Logo of Organization**

**Title of activity:**

**Date:**

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| **Introduction** |
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| **Presentation** |
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| **Successes** |
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| **Challenges** |
| **The challenges were:**  **The late arrival of participants for the first day** |
| **Recommendations** |
| **The recommendations are:**  **Stakeholders should be quarterly engaged.** |
| **Appendixes:** |
| 1. **Attendance list** 2. **Comments** 3. **Questions** 4. **Photo Gallery** |

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| **Line Manager’s Feedback** |
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