# PBL Meeting Log Sheet

**Date:**

**Location:** Buninyong Staffroom

**Time Opened:**

**Time Closed:**

**Members Present:**

**Apologies:**

## Updates:

- ***

## New Agenda/Discussions:

- 

## Data:

- 
- 

## Tier 2:

- 

## Action Plan

- 

## General

- 

## Next Meeting:

<table>
<thead>
<tr>
<th>Task</th>
<th>Who is responsible</th>
<th>Target Date</th>
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**Notes:**

- Ensure all tasks are clear and assigned.
- Monitor progress against target dates.
- Follow up on any outstanding issues.