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| Team Meeting | June 2, 20192:00 PMDragon City Mall |

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| Meeting called by: | Magdalene Woo | Type of meeting: | Summer Camp Planning |
| Facilitator: | Enter meeting facilitator here | Note taker: | Belinda Feng |
| Timekeeper: | 2:00 PM to 4:30 PM |  |  |

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| Attendees: | Thomas, Magdalene, Coco, Jenny, Trista, Kasandra, Belinda, Cherry, Joey, Clara |
| Please read: | Summer Camp schedule draft |
| Please bring: | Ideas to brainstorm  |

# Minutes

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| Agenda item: | Summer Camp Schedule | Presenter: | Kasandra, Cherry, Trista |

#### Discussion:

Discussed about the summer camp schedule.

#### Conclusions:

Bring up some activities, and confirm the theme of the summer camp for next meeting.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Summer Camp Theme
 | Kasandra Zheng | Enter deadline here |
| * Registration Form
 | Belinda Feng & Magdalene Woo | Enter deadline here |
| * Activities
 | Cherry, Trista, Coco, and Joey | Enter deadline here |

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| Agenda item: | First Aid Training | Presenter: | Cherry |

#### Discussion:

Ensure at least 5 volunteers should have a certificate of the first aid

#### Conclusions:

Give the list of the volunteers who is interested joining the First AID training to Thomas

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Check the first aid training date ASAP
 | Cherry | Enter deadline here |
| * Give the list of the volunteers who interested
 | Cherry | Enter deadline here |

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| Agenda item: | Police Clearance | Presenter: | Belinda Feng |

#### Discussion:

#### Check with the coordinator if all the volunteers need a police check clearance

#### Conclusions:

Confirm with Thomas if all the volunteers required a police check to help the summer

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Require a letter from the organization
 | Thomas  | Enter deadline here |

# Other Information

#### Observers:

Enter observers here.

#### Resources:

Enter resources here.

#### Special notes:

Enter any special notes here.