## **Appendix 4 NCHU Multidisciplinary Peer Observation Community Meeting Minutes Template**

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| --- | --- | --- | --- |
| **Activity Categories** | **□ Pre-observation meeting**  **□ Post-observation meeting**  **□ Teaching consultation**  **□ Others：** | | |
| **Date of Meeting** |  | **Time** |  |
| **Meeting Facilitator** |  | **Location** |  |
| **Attendees** | | | |
|  |  |  |  |
|  |  |  |  |
| **Insert new row（s） if needed.** | | | |
| **Agenda** | | | |
| **1. Discussion Topic….**  **2.** | | | |
| **Agreement /Action Items/Announcements** | | | |
| **1.**  **2.** | | | |
| **Other Notes** | | | |
|  | | | |