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| **WHEN?**  Date/s | **WHAT?**  Activity | **WITH WHOM?**  Target group/number of whānau | **HOW?**  Responsibility – who will make this happen | **REQUIREMENTS**  Resources required | **RISKS**  Does anything need to happen first? | **COMPLETED**  Yes/no?  date |
| *July* | *Book Mauri Ora Marae for wānanga dates* | *Admin person* | *Going through the booking form* | *Make sure we are pōwhiti prepped,*  *confirmed dates for wānanga* | *Risk & Mitigation Plan -COVID, Marae already booked, wānanga dates change, possibility of tangi – need to consider alternative venue* | *No* |
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