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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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