Please Note: These Optional Tools have been developed as support materials and each is provided as an idea only. You may choose to utilise this tool in its current form or adapt it to suit your own setting. Alternatively, your school or system may have established their own approaches and methods for documentation. In all cases you should be guided by your mentor and/or the appropriate administrators in your setting.

LOG OF MEETINGS

Name:_____

DATE	PURPOSE OF MEETING	WHO ATTENDED	VALIDATED BY