

# OBOP Study Group Syllabus

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*To be prepared in advance and preserved by the Study Group.*

Study Group's Name: \_\_\_\_\_

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Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Study Topic to be Discussed: \_\_\_\_\_

Discussion Leader: \_\_\_\_\_

Materials to Read: \_\_\_\_\_

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Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Study Topic to be Discussed: \_\_\_\_\_

Discussion Leader: \_\_\_\_\_

Materials to Read: \_\_\_\_\_

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Discussion Leader: \_\_\_\_\_

Materials to Read: \_\_\_\_\_

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Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Study Topic to be Discussed: \_\_\_\_\_

Discussion Leader: \_\_\_\_\_

Materials to Read: \_\_\_\_\_

# OBOP Study Group Meeting Minutes

*A record must be kept of each study group meeting. Provide a copy to each participant. Maintain for at least 2 years after the end of your reporting period.*

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_ to \_\_\_\_\_

Participants Present (name, title): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recorder's Name: \_\_\_\_\_

Subject Matter of Meeting: \_\_\_\_\_

Written Material References: \_\_\_\_\_

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Minutes: \_\_\_\_\_

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