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| **ROLE/FUNCTION** | **RESPONSIBILITIES** | **ASSIGNED PERSONNEL** |
| **MAIN FACILITATOR** |  |  |
| **SUB-FACILITATORS** |  |  |
| **LEAD DOCUMENTERS** |  |  |
| **ASSISTANT DOCUMENTERS** |  |  |
| **TIME KEEPER** |  |  |
| **ADMINISTRATIVE OFFICER** |  |  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |
| **ACTIVITY** | **OUTPUT** | **TIME** | **OFFICE/ PERSON RESPONSIBLE** | **RESOURCE NEEDED** |
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