Task \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **Feedback** | **Feedforward** | **Next Steps** |
| **Ideas** |  |  |  |
| **Audience and Purpose:**  **Style** |  |  |  |
| **Structure** |  |  |  |
| **Language Features:**  **Conventions** |  |  |  |