Checklist for communication in a week:

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Week 1:

|  |  |
| --- | --- |
| Description: | Checked: |
| At least one meeting with 3 or more members present | x |
| Members are actively giving updates to the status on the task(s) that they are responsible for | x |

Notes:

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Week 2:

|  |  |
| --- | --- |
| Description: | Checked: |
| At least one meeting with 3 or more members present | x |
| Members are actively giving updates to the status on the task(s) that they are responsible for | x |

Notes:

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Week 3:

|  |  |
| --- | --- |
| Description: | Checked: |
| At least one meeting with 3 or more members present | x |
| Members are actively giving updates to the status on the task(s) that they are responsible for | x |

Notes:

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Week 4:

|  |  |
| --- | --- |
| Description: | Checked: |
| At least one meeting with 3 or more members present |  |
| Members are actively giving updates to the status on the task(s) that they are responsible for |  |

Notes:

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