Add an entry below for each day the team meets

**DATE1**

* ONLY ADD TEAM MEMBERS WHO ARE ACTUALLY AT THE MEETING IN PERSON
* EACH MEMBER SHOULD ENTER THEIR OWN INFORMATION AFTER THEY SHARE VERBALLY TO THE TEAM

TEAM MEMBER1

* What’s been done:
* What will be done:
* What’s been hard:

TEAM MEMBER2

* What’s been done:
* What will be done:
* What’s been hard:

TEAM MEMBER3

* What’s been done:
* What will be done:
* What’s been hard:

TEAM MEMBER4

* What’s been done:
* What will be done:
* What’s been hard: