**FORTNIGHTLY MINUTE -** no

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|  |  | | | | Date: 2019 – 07 – 19 | |
| PROJECT NAME: | *KHULLAMANN­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | |  | |
|  |  | | | |  | |
| SUPERVISOR: | Er.SUJAN TAMRAKAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  | |
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| TEAM LEADER (TL): | BISHAL DEVKOTA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  | |
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| MEMBER (M1): | ENA GURUNG\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_ | | | |  | |
|  |  | | | |  | |
| MEMBER (M2): | PABITA PUN­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  | |
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| PROGRESS CHECK: | (Tick 🗹 in appropriate box) | | | |  | |
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| 🞏 5 🞏 10 🞏 15 🞏 20 🞏 25 🞏 30 🞏 35 🞏 40 🞏 45 🞏 50 🞏 55 🞏 60 🞏 65 🞏 70 🞏 75 🞏 80 🞏 85 🞏 90 🞏 95 🞏 100 | | | | | | |
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| AGENDA: |  | | | |  | |
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| DISCUSSION: | | | |  | |  |
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| INDIVIDUAL ACHIEVEMENT (LAST SPRINT): | | | |  | |  |
| TEAM LEADER | | MEMBER 1 | | | MEMBER 2 | |
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| RESPONSIBILITIES (COMING SPRINT): | | |  | |  | |
| TEAM LEADER | | MEMBER 1 | | | MEMBER 2 | |
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| **SIGNATURE:** | |  | | |  | |
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| MEMBER 1 | | MEMBER 2 | | | TEAM LEADER | |
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|  | | SUPERVISOR | | |  | |
|  | |  | | |  | |

**NOTE:**

Photo (all members & supervisor included) must be attached with this minute during submission.

**To be filled by Supervisor:**

|  |  |  |
| --- | --- | --- |
| INDIVIDUAL MARKING (5): | | |
| TEAM LEADER | MEMBER 1 | MEMBER 2 |
|  |  |  |