Minutes

1. Present

***Names:***

1. Absent  
   ***Names:***
2. Greetings
3. Look over previous meetings minutes  
   ***Acceptable and correct (y/n):***
4. Look over Kanban Board
   1. What have we done?
   2. What have we left?
   3. Is anything blocked?
5. Glad, Sad, Mad
   1. Glad
   2. Sad
   3. Mad
6. Actions
   1. Start
   2. Stop
   3. Keep
7. Any other business (AOB)
8. Next meeting  
   ***Date:***
9. Goodbyes