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**CSE3PR - Week x Team Meeting Agenda (xx/xx/xx)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Present | Chair | Notes |
| Michael | X |  |  |
| Joel | X |  |  |
| Luis | X |  |  |
| Remi | X |  |  |
| James | X |  |  |

**Sprint Review/Retrospective**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Time** | **Person** | **Description/Notes** |
|  |  |  |  |

**Sprint Planning**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Time** | **Person** | **Description/Notes** |
|  |  |  |  |