**CS 346: Daily Standup**

Team #: \_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

# Questions

Enter comments below. If a team member is absent, fill in their name, and put a line through the answer section.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | What have you completed since last meeting? | What are you going to complete today? | What obstacles are in your way? |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Outstanding

Do we need help with anything?

# Decisions

Is there anything else we should capture from this meeting?