**Weekly Memo**

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| --- | --- |
| **Date** |  |
| **Prepared By** |  |
| **Project Manager** | Ted Nolan |
| **Team Leader** | N/A |
| **Team Members** | Aryamman Jain (999554076)  Pranav Mehndiratta (999480725)  Vaibhav Vijay (1000073029) |

# **Activities**

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| --- | --- | --- | --- |
| **Task** | **Assigned To** | **Due Date** | **Completed** |
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**NOTE:** PRINT RUBRIC TO ATTACH WITH THIS!