Team Member								Date			
Department								Time			
Personal/Notes:	(spouse	, childre	n, pets,	, hobbies	, friends	, history,	so on.))			
Team Member Update):	(notes y	ou take	from the	eir "10 m	inutes")					

Manager Update:	(notes y	ou MAK	E to pre	epare for	YOUR "	10 minu	tes")				
									Droop	ess Check	diot:
									☐ Fill in header☐ Prepare my update		
											upaate
										nduct	
How is your story work?								□ Process for tasks			
How is your bug count? maintenance work?								□ Digitize			
Future/Follow Up:									□ File	with met	tadata