Remove all text that is in this style from the document (including this sentence) and replace with the information for your performance plan.

|  |  |  |  |
| --- | --- | --- | --- |
| Leader | Full Name | | |
| Team Member | Full Name | | |
|  | | Date | DD/MM/YYYY |
| Previous Objectives | | | |
| List of objectives, tasks and expectations set out in the sprint by the team objective, tasks or organisation. | | | |
| Areas of improvement | | | |
| Highlight using a numbered list any areas of improvement that may or may not be related to the objectives or tasks set above. E.g:   1. Time management in task completion | | | |
| Improvement Actions | | | |
| Improvement | Action | | Completion Date |
| 1 | Team member will collaborate with Steve on the next sprint to ensure they can complete the tasks in appropriate time. | | 26/08 |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| Leader | Sign here | Team Member | Sign here |