1. **Your Name –**
2. **Name(s) of your partner(s) –**
3. **Meeting Logs with the partner(s)**

|  |  |  |
| --- | --- | --- |
| **Time and Date** | **Agenda** | **Action Items (who will do what)** |
|  |  |  |
|  |  |  |
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1. **Your Time Logs**

|  |  |  |
| --- | --- | --- |
| **Date and Time** | **Total Time in minutes** | **Tasks** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Time:** | 0 |  |

1. **Issues or Comments** (write the issues you had, or what you learned)