**Scrum软件开发过程会议记录表**

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| 会议类型 | □Sprint Plan Meeting  □Scrum Daily Meeting  □Sprint Review Meeting | | 参会人员 |  | |
| 会议时间 |  | | Sprint阶段 |  | |
| Sprint需求及完成进度 | 需求编号 | 需求内容 | | | 完成率 |
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| 团队成员工作完成度 | 成员姓名 | 本Sprint内任务、职责 | | | 完成率 |
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| 会议内容 |  | | | | |
| 小结与 评价 |  | | | | |