

## Team Collaboration

OO	Team	Dashboard	Tools
<div>Welcome message _____ _____ _____</div>			
<div>Project Objectives • _____ • _____ • _____</div>			
<div>Upcoming Meetings</div> <div><div>Upcoming Meetings • _____</div><div>Topic _____ _____ _____</div></div>			
<div>Recent Activity _____ _____</div>			

## Meetings

□AO	Teachs	Meetings	Tools
Weekly Check-In Meeting April 19, 2024			
Agenda _____ _____ _____			
<div>Action Items</div> <div><input type="checkbox"/> Mike Bruck      Check a</div> <div><input type="checkbox"/> Tom Rollen      Johnson</div>			
Discussion Topics _____ _____			
Notes _____ _____ _____			

## Collaboration Tools

OO	Team	Meetings	Tools									
<div>Role Definitions</div> <div><div>Role _____</div><div>Description _____ _____ _____</div></div>												
<div>Task Tracking</div> <table><tr><td>Task</td><td>Assignee</td><td>Status</td></tr><tr><td>John</td><td>John</td><td>In Progress</td></tr><tr><td>Sarah</td><td>Sarah</td><td>Completed</td></tr></table>				Task	Assignee	Status	John	John	In Progress	Sarah	Sarah	Completed
Task	Assignee	Status										
John	John	In Progress										
Sarah	Sarah	Completed										
<div>Feedback</div> <div>Provide feedback</div>												