Team Name : PipeWan

Date of Submission : 00/00/00

Meeting Date & Time : 00/00/00 00:00 am

Meeting Location : Teams

Meeting Duration : 00.0 hrs

|  |  |  |
| --- | --- | --- |
| Team Members | X = Present | Notes |
| Mohammad Daoud | X |  |
| Edgar Chavez | X |  |
| Aron Wiley | X |  |
| Alex Rossillon | X |  |

# Progress

Team accomplishments for the week

*A short narrative, typically 1-2 paragraphs, should include decisions made by the team as a result of the team discussions, and how the team arrived at the decision.*

Individual contributions

*A brief narrative (1-3 sentences) made by* ***each team member*** *summarizing their respective activity for the past week.* ***NOTE:*** *Missing the meeting without advanced notice, making no contributions to the meeting, or missing two team meetings could result in a zero for any team assignments.*

Mohammad

Edgar

Aron

Alex

# Project Tracking

*Tasks which are actively being worked on.*

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Assignment | Due Date | % Complete |
| Mohammad |  |  |  |
| Edgar |  |  |  |
| Aron |  |  |  |
| Alex |  |  |  |

# Plan

*Future work. A brief description of the tasks and activities the team needs to accomplish over the coming weeks. As team members pick up assignments, move from this table to the tracking table. Consider future work a running task-list with an expected due date for completion.*

|  |  |
| --- | --- |
| Assignment | Due Date |
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# Issues

*Include a brief description of issues the team has encountered, and potential resolutions for the issues. If the team would like staff to help with the issues, this is the appropriate place to request assistance.*

# Next Meeting

Date & Time : 00/00/00 00:00 am

Location : Teams