*TeamName* Status Memo A04

### List of team members and their contributions:

|  |  |  |  |
| --- | --- | --- | --- |
| Member: | Contribution: | Evaluation of the contribution (1 – 5) | Responsiveness: (1 -5) |
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### Top 3 risks / symptoms / actions:

Risk: Symptom: Action:

### Critical / significant issues requiring management attention: