Team Name

Date of Submission

Meeting Date & Time

Meeting Location

Meeting Duration

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| --- | --- | --- |
| Team Members | X = Present | Notes |
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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.

Project Tracking (current work): Assignments and activities are to be tracked until completed.

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| --- | --- | --- | --- |
| Team Member | Assignment | Due Date | % Complete |
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Plan (future work):

A brief description of the tasks and activities the team needs to accomplish work 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.

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| 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.

Include the schedule for the next meeting:

Meeting Date & Time

Meeting Location