INCIDENT REPORT

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| Member Details |

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| Name: | Jane Doe |
| Project Team: | Development |
| Project Team Leader: | Michael Smith |

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| Description of incident |

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| Location | Date | Time |
| Microsoft Teams | 01/23/2012 | 1:00pm |

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| Incident Details:   * Jane Doe was disruptive and insulting her peers during the meeting * She constantly spoke over her peers and was seen as frustrated when her ideas were shot down by other team members |

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| Follow-Up Recommendations: | Contact Dr. James to resolve issue |

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| Reported by:  Cody Nicolson  Development Team Lead |