Product Name: Ocean for AI website
Team: AI for Oceans
date:10/25/21

Actions to stop doing
- Fluid meeting times

Action to start doing
- Fixed meeting schedule
- Schedule meetings further in advance
- Check discord more often

Action to keep doing
- Meeting and discussing current progress with client

Work Completed/not completed

Completed:
- Understanding of client requirements
- Discussion of requirement feasibility

Not Completed:
- Task creation and assignment
- Beginning infrastructure setup
- Project skeleton

Work completion rate

I don't think we are meant to count client communication as a story but I'll count it as hours so its documented
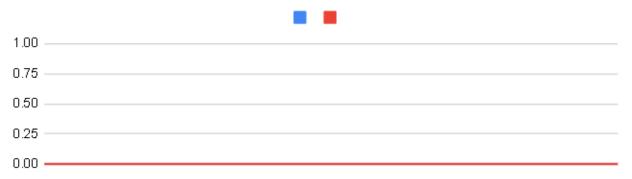
- User Stories Completed: 0
- Total Ideal work hours completed: 8 (communication)
- Days elapsed: 14
- User Stories / Day: 0
- Work hours per day: 9/14

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Scope and Completed