Team Meeting 

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| Attendees: |
| Time: |
| Location: |

Tasks Reflection

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| Additional Notes: |

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| **Recorded by:** | **Date:** | **Journal Editor:** | **Date:** |
|  |  |  |  |

Date:

Attendees:

Agile Meeting Questions

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| What did we complete? | What could have gone better? |
| What can we try next? | Do we have any questions? |