**Team: Date:**

**Start time: End time:**

|  |  |  |  |
| --- | --- | --- | --- |
| Member Name (indicate) | Summary of what was completed since last meeting | Summary of what is planned to be completed by next meeting | Summary of what is getting in their way? |
| Present from start to end of meeting? YES NO  Is Scrum Master?  YES NO |  |  |  |
| Present from start to end of meeting? YES NO  Is Scrum Master?  YES NO |  |  |  |
| Present from start to end of meeting? YES NO  Is Scrum Master?  YES NO |  |  |  |
| Present from start to end of meeting? YES NO  Is Scrum Master?  YES NO |  |  |  |