**Team: The Womyn Date: 04/09/2016**

**Start time: 8:00pm End time: 9:30pm**

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| 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? |
| Gina  Present from start to end of meeting? YES NO  Is Scrum Master?  YES NO | Preparation for retrospective  \*\*Completed retrospective during the standup | Prepare to write user stories and become familiar with new items in meeting on Tuesday to prepare for sprint planning on 4/12 | N/A – no sprint this week |
| Katelyn  Present from start to end of meeting? YES NO  Is Scrum Master?  YES NO | Preparation for retrospective  \*\*Completed retrospective during the standup | Prepare to write user stories and become familiar with new items in meeting on Tuesday to prepare for sprint planning on 4/12 | N/A – no sprint this week |
| Heran  Present from start to end of meeting? YES NO  Is Scrum Master?  YES NO | Preparation for retrospective  \*\*Completed retrospective during the standup | Prepare to write user stories and become familiar with new items in meeting on Tuesday to prepare for sprint planning on 4/12 | N/A – no sprint this week |
| Imani  Present from start to end of meeting? YES NO  Is Scrum Master?  YES NO | Preparation for retrospective  \*\*Completed retrospective during the standup | Prepare to write user stories and become familiar with new items in meeting on Tuesday to prepare for sprint planning on 4/12 | N/A – no sprint this week |