**Team: The Womyn Date: 4/11/17**

**Start time: 2:00pm End time: 3:15pm**

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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 | Sprint Backlog Meeting Prep and brainstorm of tasks for user stories for next sprint | Meet for Sprint Planning/Backlog Refinement Meeting with Product Owner tomorrow (4/12) | N/A – not in sprint yet |
| Katelyn  Present from start to end of meeting? YES NO  Is Scrum Master?  YES NO | Sprint Backlog Meeting Prep and brainstorm of tasks for user stories for next sprint | Meet for Sprint Planning/Backlog Refinement Meeting with Product Owner tomorrow (4/12) | N/A – not in sprint yet |
| Heran  Present from start to end of meeting? YES NO  Is Scrum Master?  YES NO | Sprint Backlog Meeting Prep and brainstorm of tasks for user stories for next sprint | Meet for Sprint Planning/Backlog Refinement Meeting with Product Owner tomorrow (4/12) | N/A – not in sprint yet |
| Imani  Present from start to end of meeting? YES NO  Is Scrum Master?  YES NO | Sprint Backlog Meeting Prep and brainstorm of tasks for user stories for next sprint | Meet for Sprint Planning/Backlog Refinement Meeting with Product Owner tomorrow (4/12) | N/A – not in sprint yet |