**Team: Date:**

**Start time: End time:**

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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 | User story 4 tasks of adding a user to a project and error handling and acceptance criteria | Preparing for Sprint Review, Sprint Retrospective, Sprint Product Backlog, and Sprint Planning meetings. | Not applicable. |
| Heran  Present from start to end of meeting? YES NO  Is Scrum Master?  YES NO | AC handling for user story 1 | Preparing for Sprint Review, Sprint Retrospective, Sprint Product Backlog, and Sprint Planning meetings. | Not applicable. |
| Katelyn  Present from start to end of meeting? YES NO  Is Scrum Master?  YES NO | All remaining tasks of User Story #4 with Gina. | Preparing for Sprint Review, Sprint Retrospective, Sprint Product Backlog, and Sprint Planning meetings. | Not applicable. |
| Imani  Present from start to end of meeting? YES NO  Is Scrum Master?  YES NO | AC handling for User Story 1. | Preparing for Sprint Review, Sprint Retrospective, Sprint Product Backlog, and Sprint Planning meetings. | Not applicable. |