| Notes:(Record key insights from readings and discussions.) |
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| Monday: |

| Deliverable Status | | | | |
| --- | --- | --- | --- | --- |
| Deliverables | What did you plan to accomplish | What did you actually accomplish | Size | Effort |
| Effort logger analysis | * Planned to conduct meeting with my teammate to know the progress of the work. * Planned to complete the project according to the tasks given in the class. * Planned to complete reading and copying of data before Tuesday. | * Conducted team meeting on the progress of the work. * Completing the project referring the tasks given in the class. * Will complete the reading and copying the data before Tuesday. | 20% | 1 hour |
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