

FORTNIGHTLY MINUTE -

Date: 2082 – –

PROJECT NAME: _____

SUPERVISOR: _____

MEMBER (M1): _____

MEMBER (M2): _____

MEMBER (M3): _____

PROGRESS CHECK: (Tick ☒ in appropriate box)

☐ 5 ☐ 10 ☐ 15 ☐ 20 ☐ 25 ☐ 30 ☐ 35 ☐ 40 ☐ 45 ☐ 50 ☐ 55 ☐ 60 ☐ 65 ☐ 70 ☐ 75 ☐ 80 ☐ 85 ☐ 90 ☐ 95 ☐ 100

AGENDA:

DISCUSSION:

INDIVIDUAL ACHIEVEMENT (LAST SPRINT):

<u>MEMBER 1</u>	<u>MEMBER 2</u>	<u>MEMBER 3</u>

RESPONSIBILITIES (COMING SPRINT):

<u>MEMBER 1</u>	<u>MEMBER 2</u>	<u>MEMBER 3</u>

SIGNATURE:

MEMBER 1

MEMBER 2

MEMBER 3

SUPERVISOR

NOTE:

Photo (all members & supervisor included) must be attached with this minute during submission.

To be filled by Supervisor:

INDIVIDUAL MARKING (5):

<u>MEMBER 1</u>	<u>MEMBER 2</u>	<u>MEMBER 3</u>