

FORTNIGHTLY MINUTE -

Date: 20 - -

PROJECT NAME: _____

SUPERVISOR: _____

TEAM LEADER (TL): _____

MEMBER (M1): _____

MEMBER (M2): _____

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>TEAM LEADER</u>	<u>MEMBER 1</u>	<u>MEMBER 2</u>

RESPONSIBILITIES (COMING SPRINT):

<u>TEAM LEADER</u>	<u>MEMBER 1</u>	<u>MEMBER 2</u>

SIGNATURE:

MEMBER 1

MEMBER 2

TEAM LEADER

SUPERVISOR

NOTE:

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

To be filled by Supervisor:

INDIVIDUAL MARKING (5):

<u>TEAM LEADER</u>	<u>MEMBER 1</u>	<u>MEMBER 2</u>

