

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> |
|--------------------|-----------------|-----------------|
| | | |

