**Team: Waterfall Date: 03/29/2017**

**Start time: 8h 30 End time: 8h 45**

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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? |
| Ocean  Present from start to end of meeting? YES  Is Scrum Master?  YES | Review the project | Wait to meet Product Owner |  |
| Andrew  Present from start to end of meeting? YES  Is Scrum Master?  NO | Review the project | Wait to meet Product Owner |  |
| Scott  Present from start to end of meeting? YES  Is Scrum Master?  NO | Review the project | Wait to meet Product Owner |  |
| Robert  Present from start to end of meeting? YES  Is Scrum Master?  NO | Review the project | Wait to meet Product Owner |  |