Team: Waterfall Date: 05/01/2017

**Start time: 7h End time: 7h15**

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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 | Enjoy the beautiful summer | Snow day in May |
| Andrew  Present from start to end of meeting? YES  Is Scrum Master?  NO | Review | Graduate, get out of school | Snow day in May |
| Scott  Present from start to end of meeting? YES  Is Scrum Master?  NO | Review | Graduate, get out of school | Snow day in May |
| Robert  Present from start to end of meeting? YES  Is Scrum Master?  NO | Review | Graduate, get out of school | Snow day in May |