Date: 7/19/2020

Participants: Patrick Garcia, Mark Pratt

Background: Meeting to discuss what did, or did not improve from week two, to week three.

Note: Meeting results separated into three categories:

* Start Doing: This section includes new practices or methods that we will be adopting in the following weeks.
* Stop Doing: This section includes current practices or methods that we will no longer be using.
* Keep Doing: This section includes current practices or methods that we will continue to do in the following weeks.

Start Doing:

* Start working on projects earlier in the week

Stop Doing:

* There was not much we went over in regards to what we should stop doing

Keep Doing:

* We will continue to communicate regularly throughout the week to ensure the project remains on schedule.
* Holding daily standups will be continued.