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| **Team Accomplishments:**   * Decided on which project to work on * Create a group on Skype * Chose a Project Repository * Finished Team Charter * Finished Production Plan * Came Up with Team Name (Burrito Buddies Mark 2 Deluxe) * Added all members to collaborate in the same GitHub project * Everyone downloaded the project | | |
| **Weekly Task Status** | | |
| **Member Name** | **Task Description** | **Status** |
| Tyler | Created the Production Plan | Complete |
| David P. | Added everyone to the project repository (GitHub) | Complete |
| David H. and Celeste | Create a GitHub | Complete |
| David H. and Celeste | Download Project | Complete |
| All | Work on Team Charter | Complete |
| David H. and Celeste | Look over project | Complete |
| All | Exchanged contact information | Complete |
| Celeste | Create status report | Complete |
| David H. | Created Team Charter | Complete |
| All | Determine which member will complete what task | In Progress |
| **Action Items:**   * Determine next few steps based on production plan. **Complete.** * Determine who will accomplish which task. **In progress.** * Sync Project Repositories. **In progress**. | | |
| **Team Charter Violations:**  No violation has been committed. | | |

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| **Running Task List:** | | | |
| *List all pending tasks* | Priority | Time | Owner |
| Determine who will do which task | Critical | Half a week | Tyler |
| Sync project repositories on GitHub | High | 1 week | David H. and Celeste |