| **Notes: (Record key insights from readings and discussions.)** | | | | |
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| **Deliverable Status** | | | | |
| **Deliverables** | **What did you plan to accomplish** | **What did you actually accomplish** | **Size** | **Effort** |
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| **Lessons Learned Reflection** | |
| --- | --- |
| **Context (*e.g.* The gap between plan and actual)** | **Lesson** |
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| **Plan for the Next Week: (These items should appear in the deliverable status for the next week.)** | |
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| **Deliverable** | **What do you intend to accomplish and why** |
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