**Attendance:**

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| **Team Member Name** | **On Time? (y/n)** | **Signature** |
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**Task (previous week):**

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| --- | --- | --- | --- |
| **Task** | **Team Member(s)** | **Completed? (y/n)** | **Comments** |
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**Task (next week**)

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| --- | --- |
| **Team Member(s)** | **Task Description** |
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