Updates for [October 18, 2016]

Gandalf:

#done	• • •
#next	• • •
#blocked	• • •
Pm follow up?	*[only if necessary]*
Relevant links	• *[only if necessary]*

Albus:

#done	• • •
#next	• • •
#blocked	• • •
Pm follow up?	*[only if necessary]*
Relevant links	• *[only if necessary]*

Mickey:

#done	• • •
#next	• •

	•
#blocked	• • •
Pm follow up?	[only if necessary]
Relevant links	• [only if necessary]

End updates for: [October 18, 2016] =====================

Updates for [October 17, 2016]

Gandalf:

#done	• • •
#next	• • •
#blocked	• • •
Pm follow up?	[only if necessary]
Relevant links	• [only if necessary]

Albus:

#done	• • •
#next	• • •

#blocked	● ● ●
Pm follow up?	*[only if necessary]*
Relevant links	● *[only if necessary]*

Mickey:

#done	● ● ●
#next	● ● ●
#blocked	● ● ●
Pm follow up?	*[only if necessary]*
Relevant links	● *[only if necessary]*

End updates for: [October 18, 2016] =====================

Tips and How-to Use this Document

Ad subsequent days at the top of the document to create a reverse-chronology. You can review it as needed.

Create a template section with a table for each team member below, then copy and paste it as needed, or leave it to your team to copy and paste each day.

[Teammate Name]:

#done	
#next	
#blocked	
Pm follow up?	*[only if necessary]*
Relevant links	*[only if necessary]*

Paying the bills: Try ResultMaps Google Docs Add-on to turn your meeting notes into action items and schedules with automated follow up and reporting. Requires a free ResultMaps account.