

COMMUNICATION & MEETINGS

Weekly Standup

- ☐ Monday morning at 6 am MST - 15 minute standup
 - Monday, September 27 · 6:00 – 6:15am
 - Google Meet joining info
 - Video call link: <https://meet.google.com/osk-cxwa-kxd>

Daily Updates

- ☐ Use google form to submit daily updates on progress
 - **Action Items Completed** - What did you complete today
 - **Action Items Missed** - Anything you did not complete
 - **Blockers** - Any items that you cannot complete because you need my input, signoff etc on. If you have a blocker, you should also add the item to the messageboard in BaseCamp. Categorized under “Question” and tag me in it.

Weekly Updates

- ☐ Each Friday, your daily update should include an overview of the week. What you accomplished and what your goals for the upcoming week will be.