Team Meeting Planner   Team _____   Date _____

Feature / Requirement	Working	Not Working	New / Build	Assigned To	Comments

Today's Goals

1.
2.
3.
4.

Instructions: List your Robot's design features, requirements or elements in the first column. Then add a check mark in the appropriate Working/Not working/New columns. Once all your design requirements/features are listed pick the top 1-3 to work on for today and write them in the Today's goals table. Be sure to assign each goal to one or more team members.

Team Meeting Planner

Team _____   Date _____

Instructions: Sketch Robot from at least two views and Label Design Features / Requirements