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**Start** _____ **End** _____ **Time wasted** _____
(end minus start)

**Organizer** _____ **Invited** _____ **Needed** _____

**What was the issue?**

_____

_____

**What got resolved?**

_____

_____

**Could this have been an email?** ☐ Yes ☐ Obviously ☐ No, it was legit

**Meeting Pain Scale** (1) (2) (3) (4) (5) (6) (7) (8) (9) (10) 1 = mild, 10 = I quit



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