

Team Training Session Tracker

Date

Trainer

Trainer Name

Topic

Session Topic

Attendees

List team members present

Notes

Session notes (optional)

| Date | Trainer | Topic | Attendees | Notes |
|------------|------------|-----------------|-------------------|-------------------------------------|
| 2024-06-10 | Sam Rivera | Project Kickoff | Alex, Beth, Chris | Introductions and project overview. |
| 2024-06-17 | Leslie Kim | Agile Basics | Alex, Chris | Covered Scrum fundamentals. |