Team Collaboration Tool Misuse Report

| Your Name |
|---|
| |
| Your Email |
| |
| |
| Date of Incident |
| |
| Team/Project Name |
| |
| Misused Feature |
| |
| |
| Person(s) Involved |
| |
| Description of Incident |
| |
| |
| lean a at (if a m) |
| Impact (if any) |
| |
| |
| Evidence / Supporting Materials (links, if any) |
| |
| Additional Comments |
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