

# Team-Based Project Task Organizer

Project Name: \_\_\_\_\_  
Project Manager: \_\_\_\_\_  
Start Date: \_\_\_\_\_  
End Date: \_\_\_\_\_  
Description: \_\_\_\_\_

## Team Members

\_\_\_\_\_ (Role: \_\_\_\_\_)  
\_\_\_\_\_  
\_\_\_\_\_ (Role: \_\_\_\_\_)  
\_\_\_\_\_  
\_\_\_\_\_ (Role: \_\_\_\_\_)  
\_\_\_\_\_  
\_\_\_\_\_ (Role: \_\_\_\_\_)  
\_\_\_\_\_

## Task List

Task	Assigned To	Start Date	Due Date	Status
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## Notes & Comments

\_\_\_\_\_