

# Task Assignment Checklist

Team Name: \_\_\_\_\_  
Project: \_\_\_\_\_  
Manager: \_\_\_\_\_  
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

| Task | Assigned To | Deadline | Status      | Completed                |
|------|-------------|----------|-------------|--------------------------|
|      |             |          | <div></div> | <input type="checkbox"/> |
|      |             |          | <div></div> | <input type="checkbox"/> |
|      |             |          | <div></div> | <input type="checkbox"/> |
|      |             |          | <div></div> | <input type="checkbox"/> |

General Notes / Comments: