**Professional Development**

**Action List Group Project**

Date : 5/02/2016

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| **Action** | **On Who** | **Date completed** | **Cost hours @£30/hr** |
| Email those absent (Joe) | Jack |  | 1hr = £30 |
| Sent Tools to everyone | Jack |  | 1 hr |
| Billboard draft | Asahd/Collins |  | 1hr |
| Website | Adam |  | 1hr |
| Creating Instructions | Hamza |  | tba |
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| **Action** | **On Who** | **Date completed** | **Cost hours @£30/hr** |
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