**Professional Development**

**Action List Group Project**

Date : 22/01/2016

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| **Action** | **On Who** | **Date completed** | **Cost hours @£30/hr** |
| Instructions for application operation | Hamzah |  | 4hr=£120 |
| Video instructions for application  operation | Krystian |  | 5hr= £150 |
| Company website creation | Adam | First draft by 31st Jan | 7hr=£210 each |
| Creation of the toolkit | Joe/Andrew |  | 2hr=£60 each |
| Cash flow | Ryan | By 29th Jan | 2hr=£60 |