**Professional Development**

**Action List Group Project**

Date : 12/02/2016

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| **Action** | **On Who** | **Date completed** | **Cost hours @£30/hr** |
| Email those absent | Dale(leader) | 12/02/2016 | 1hr = £30 |
| Billboard/advert | Asahd and Collins | 26/02/2016 | 2hr = £60 |
| Instructions | Hamza | 12/02/2016 | 3hr = £90 |
| Software packages  (research for preinstall on stick) | Joseph | 26/02/2016 | 2hr = £60 |
| Social media (Facebook, Instagram) | Collins | 26/02/2016 | 1hr = £30 |
| Social media(twitter) | Asahd | 26/02/2016 | 1hr = £30 |
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| **Action** | **On Who** | **Date completed** | **Cost hours @£30/hr** |
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