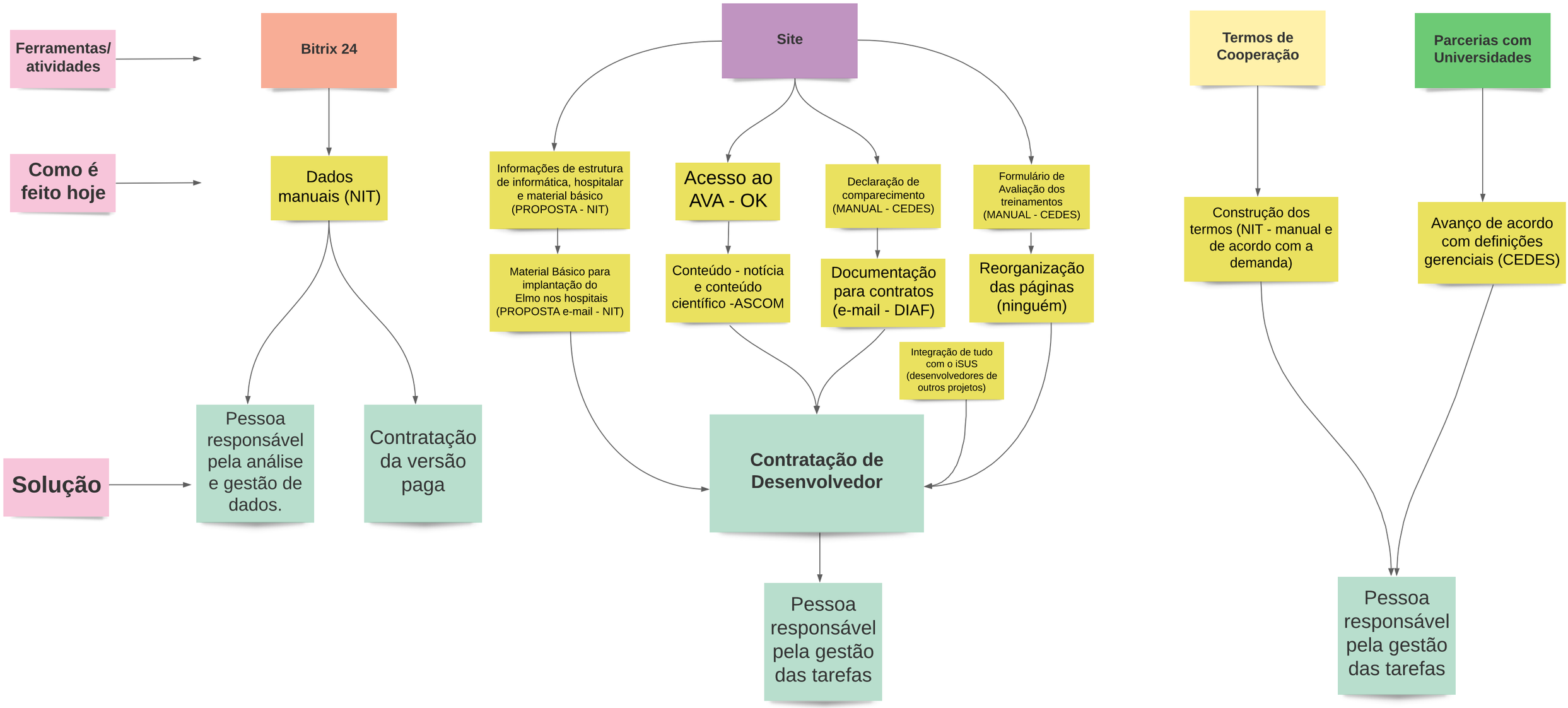Gestão de Tarefas