工作分配

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|  | 施秉辰 | 郭佳琳 | 李宜旻 | 王庭恩 | 許庭瑄 | 施羽姿 |
| 資料搜尋 | ◎ | ◎ | ◎ | ◎ | ◎ | ◎ |
| 路線規劃 |  |  | ◎ |  |  |  |
| 景點規劃 | ◎ | ◎ | ◎ | ◎ | ◎ | ◎ |
| 宣傳海報 |  |  |  |  |  | ◎ |
| 封面+封底 |  |  |  |  |  | ◎ |
| SWOT分析 |  |  |  | ◎ |  |  |
| 雨備規劃 | ◎ |  | ◎ |  |  |  |
| 保險規劃 |  |  |  |  | ◎ |  |
| 資料統整 |  |  |  | ◎ |  |  |
| 書面製作 |  | ◎ |  |  |  |  |
| 簡報製作 | ◎ |  |  |  |  |  |
| 口頭報告 | ◎ | ◎ | ◎ |  | ◎ | ◎ |
| 甘特圖製作 |  |  |  |  | ◎ |  |
| 會議紀錄 |  |  |  |  | ◎ |  |
| 報名表設計 |  |  |  |  | ◎ |  |
| 企劃緣由 |  |  |  |  | ◎ |  |
| 企劃目的 |  |  |  |  | ◎ |  |
| 預算規劃 |  |  | ◎ |  | ◎ |  |
| 其他附錄 | ◎ |  | ◎ |  | ◎ | ◎ |
| 活動特色 |  |  |  |  | ◎ |  |
| 預期效益 |  |  |  |  | ◎ |  |