Task Prioritisation

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| Version Number | Date |
| 2 | 04/03/19 – 03/04/19 |

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| Task Priorities | | |
| Task Name | Goal Date | Action Owner |
| Quality Manual |  |  |
| Progress Report | 04/02/19 – 22/02/19 | All team members |
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| Secondary Tasks | | |
| Task Name | Goal Date | Action Owner |
| Code of Conduct | 11/02/19 – 17/03/19 | Ryan Pickering |
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| Desirable Tasks | |
| Task Name | Action Owner |
| Create a notification system that emails the relevant members when a task is overdue. |  |
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| Notes |
| The team agreed that extra time may be required for some tasks due to another module assessment deadline. |