**Sample Task Plan**

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| TEAM NAME - **Task Plan** | | | |
| **Item** | **Owner(s)** | **Due Date** | **Status** |
| Kickoff Meeting |  | mm/dd/yy |  |
| Week 1 |  |  |  |
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| Week 2 |  |  |  |
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| Week 3 |  |  |  |
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