# Task Delivery Form

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Tasks | | | | | | | | | |
| Group Members | T1 | T2 | T3 | T4 | T5 | T6 | T7 | T8 | T9 | T10 | Signature |
| Michael McCormick |  |  | X |  |  |  | X |  |  |  | MICHAEL MCCORMICK |
| Dominic Lewis | X |  |  |  | X |  |  |  |  |  | DOMINIC LEWIS |
| Jacob Davies |  |  |  | X |  |  |  |  |  |  | JACOB DAVIES |
| Alexander Downing |  | X |  |  |  | X |  |  |  |  | ALEXANDER DOWNING |
| Casey Cheung |  |  |  | X | X |  |  |  |  |  | CASEY CHEUNG |
| Status of Completion (%) |  |  |  |  |  |  |  |  |  |  |

List of Task:

1. DB
2. Dashboard
3. Claims
4. Membership
5. Turnover
6. Account Management
7. Session

Notes:

1. This form should be used by the groups filled all together and signed by all members, as an evidence of agreement
2. The corresponding cell of the grid should be ticked (√ ) to allocate a task to a member.
3. A task can be allocated to more than one member and a member can take multiple tasks, too.
4. Status of completion row can be filled with the % of the work done; (e.g. 100% 🡪 Complete, 0% 🡪 Outstanding, 50% 🡪 Half way etc),
5. The tasks labelled with Tx, should be named in the list below the grid.