# Task Delivery Form

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Tasks | | | | | | | | | |
| Group Members | T1 | T2 | T3 | T4 | T5 | T6 | T7 | T8 | …. | TN | Signature |
|  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Status of Completion (%) |  |  |  |  |  |  |  |  |  |  |

List of Task:

1. …
2. ….

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.