the task

I make sure awyone can choose what they Preter, also make sure the amount of task for each member should be fairly equal.

2 Schedule meeting based on everyone's availability

3. assign responsibilities during the moesting.

4. take the minutes.
(2 more detail).

5. make sure everything is in place in the end.

6. Check the progress of the project regularly.

7. Ohoose who is going to be the sorum master for next week by starting a vote Canon.

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