

Task ID	Task Name	Assigned To	Priority	Due Date	Status	Category	Completion (%)
T001	Update Website	John Doe	High	2023-09-15	In Progress	Marketing	50
T002	Design New Product	Alice Smith	Medium	2023-09-18	Not Started	Design	0
T003	Client Meeting Prep	Bob Johnson	High	2023-09-14	Completed	Sales	100
T004	Social Media Campaign	Maria Garcia	Low	2023-09-20	In Progress	Marketing	60
T005	Software Bug Fixes	David Lee	High	2023-09-17	In Progress	Development	30
T006	Write Monthly Report	Eve Black	Medium	2023-09-25	Not Started	Operations	0
T007	Team Building Event	James White	Medium	2023-09-22	Not Started	HR	0
T008	Prepare Invoice	Rachel Adams	High	2023-09-16	Completed	Finance	100
T009	Research Market Trends	Oliver Green	Medium	2023-09-19	In Progress	Research	40
T010	Organize Office Supplies	Sophia Brown	Low	2023-09-21	Not Started	Admin	

