THE TASK AT HAND

This project will focus on working with files and string manipulation. You will also have to use conditional logic and loops in this task.

<u>Before you begin:</u>

A key focus of this project will be ensuring that your code is correct and adheres to the **PEP 8 style guide**. In this regard, make sure that you do the following before submitting your work:

1. Identify and remove all syntax, runtime, and logical errors from your code.

2. Make sure that your code is readable. To ensure this, add comments to your code, use descriptive variable names, and make good use of whitespace and indentation.

3. Make sure that all outputs that your program provides to a user are easy to read and understand. Labelling all data that you output (whether in text files or to the screen) is essential to make the data your program produces more user-friendly. For example, compare the readability of the outputs in the images below. Notice how using spacing and labelling the output makes the second output much more user-friendly than the first:

Output 1:

```
admin, Register Users with taskManager.py, Use taskManager.py to add the usernam
es and passwords for all team members that will be using this program., 10 Oct 2
019, 20 Oct 2019, No
admin, Assign initial tasks, Use taskManager.py to assign each team member with
appropriate tasks, 10 Oct 2019, 25 Oct 2019, No
```

Output 2:

```
_____

Task:               Assign initial tasks
Assigned to:        admin
Date assigned:      10 Oct 2019
Due date:           25 Oct 2019
Task Complete?      No
Task description:
 Use taskManager.py to assign each team member with appropriate tasks

_____
```