**Task Completion Timeline**

* Write the name & Job Title of each group member
* For each member, record the assigned task. (For example: Key Question #1-2, slide 4, script 4)
* Record the agreed due date (be sure reasonable)
* Record whether task gets completed on time

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| **Member Name & Job Title** | **Task** | **Due date** | **Completed on time?** | **Task** | **Due date** | **Completed on time?** |
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