

CALENDAR SCHEDULING TEMPLATE


Pasta Brand Corp.

Calendar Scheduling

For The Period: April 4, 2020 - April 10, 2020

Item	Task	Assigned To	Start Date	End Date	Status
10000001	Order Shrimp off contract from the supplier	Sharon Hunt	April 04, 2020	April 06, 2020	Complete
10000002	Request monthly budget for food	Don Long	April 05, 2020	April 06, 2020	Complete
10000003	Review 100 percent sales for the month	Don Long	April 05, 2020	April 06, 2020	In Progress
10000004	Order 100 percent of food for the month	Don Long	April 07, 2020	April 08, 2020	In Progress
10000005	Submit weekly business and sales report	Sharon Hunt	April 08, 2020	April 09, 2020	In Progress
10000006					
10000007					

NOTES

Take the garbage out every week to avoid penalties from the building management.