

	A	B	C	D	E	F	G	H
2	Weekly Task List							
3								
4		TASK NAME	STATUS	DUE DATE	TASK TYPE	ASSIGNED TO	HOURS BUDGETED	ACTUAL HOURS
5	Monday	Write email series	🏃 In progress	1/8	Content	Rebecca	4	3.5
6		Wireframe landing page	⚠️ Not started	1/10	UX	Aaron	2	2
7		Design campaign board	✅ Complete	1/13	Design	Micah	12	13.5
8		Build checkout page	❌ On hold	1/11	Development	Emily	4.5	
9								
10	Tuesday	Write blog post	⚠️ Not started	1/16	Content	Rebecca	6	
11		Revamp online calculator	🏃 In progress	1/18	UX	Aaron	12	10
12		Layout new homepage	🏃 In progress	1/19	Design	Micah	18	15
13		Build free trial form	✅ Complete	1/21	Development	Emily	24	21
14								
15	Wednesday	Write monthly newsletter	🏃 In progress	1/23	Content	Rebecca	4	4
16		Wireframe checkout process	⚠️ Not started	1/25	UX	Aaron	6	5.5
17		Design email campaign	❌ On hold	1/26	Design	Micah	4	
18		Update mobile app	✅ Complete	1/27	Development	Emily	18	18
19								