

KB Team Weekly Tasks

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March 2020

Month

Week

Day

Mon	Tue	Wed	Thu	Fri	Sat	Sun
24	25	26	27	28	29	01
02	03	04	05	06	07	08
			Notes for new template		Team meeting	
09	10	11	12	13	14	15
Review Last week's edits	Approve changes to KB	Meet with IT	Review Stories from Fe...	Review tasks from last ...		Review DoD
						Meet with CS
16	17	18	19	20	21	22
Meeting with Tom		Review Template	Communities proposal			
23	24	25	26	27	28	29
Meeting with Marketing	Review Bugs	Meet with Community	Write KB proposal		Scan for updates	
	Read new Stories					
30	31	01	02	03	04	05
Meeting KB Format			Review last week's new...			Presentation
Prepare Presentation						