

Team Assignment Sheet for Weekly Tasks

This slide showcases a team allotment sheet for the upcoming weekly activities. It also includes task details such as status, due date, task type, assigned to, hours budgeted, actual hours, etc.



	Task Name	Status	Due DATE	Task TYPE	Assigned To	Hour Budgeted	Actual Hours
Monday	Update mobile app	In progress	1/7	Development	Tom	3	2.4
	Draft email for next campaign	Not started	1/9	Content	Harry	1	1
	Draft monthly newsletter	Complete	1/14	Content	Emma	13	12.4
	Revamp online calculator	On hold	1/10	UX	Ronald	3.4	
Tuesday	Design campaign landing page	Not started	1/15	Design	Rose	5	
	Draft blog post	In progress	1/17	Content	Harry	11	9
	Add text here	In progress	1/18	Design	Rose	17	14
	Add text here	Complete	1/20	Development	Tom	23	20
Wednesday	Add text here	In progress	1/22	Content	Emma	3	4
	Add text here	Not started	1/24	UX	Ronald	5	4.4
	Add text here	On hold	1/25	Design	Rose	3	
	Add text here	Complete	1/26	Development	Tom	17	17