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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Task** | **Priority** | | | | **Done or Delegated** | | | |
| 1 |  | High |  | Low |  | Done |  | Delegated |  |
| 2 |  | High |  | Low |  | Done |  | Delegated |  |
| 3 |  | High |  | Low |  | Done |  | Delegated |  |
| 4 |  | High |  | Low |  | Done |  | Delegated |  |
| 5 |  | High |  | Low |  | Done |  | Delegated |  |
| 6 |  | High |  | Low |  | Done |  | Delegated |  |
| 7 |  | High |  | Low |  | Done |  | Delegated |  |
| 8 |  | High |  | Low |  | Done |  | Delegated |  |
| 9 |  | High |  | Low |  | Done |  | Delegated |  |
| 10 |  | High |  | Low |  | Done |  | Delegated |  |
| 11 |  | High |  | Low |  | Done |  | Delegated |  |
| 12 |  | High |  | Low |  | Done |  | Delegated |  |
| 13 |  | High |  | Low |  | Done |  | Delegated |  |
| 14 |  | High |  | Low |  | Done |  | Delegated |  |
| 15 |  | High |  | Low |  | Done |  | Delegated |  |
| 16 |  | High |  | Low |  | Done |  | Delegated |  |
| 17 |  | High |  | Low |  | Done |  | Delegated |  |
| 18 |  | High |  | Low |  | Done |  | Delegated |  |
| 19 |  | High |  | Low |  | Done |  | Delegated |  |
| 20 |  | High |  | Low |  | Done |  | Delegated |  |