

Task List Instructions

This list contains the action items for the IEPM-BW group and is to be used to determine the tasks and progress of IEPM-BW members. Members are expected to keep their tasks up-to-date and current.

An [archive](#) of the task list, as standing after our group meeting, is also kept for reference. Key

Key

Item is	Description
<u>underscored</u>	Awaits something; provide a description of the cause and also provide the date from which it has been waiting at the end of the task description
struck thru	Task is complete or has been dropped; if dropped, provide a reason. Also provide a complete date after the task, or 'dropped' if appropriate
bold	Task is currently being worked on or is actively being discussed

The general format of each task shall be represented as such:



1. Project 1 - <Task Manager>
 - a. **Task 1 - <Person(s) responsible>**
 - i. Minor task 1 - <Person(s) responsible>
 - ii. ~~Minor task 2 - <Person(s) responsible>~~ [DROPPED due to lack of interest]
 - b. Task 2 - <Person(s) responsible>
2. Project 2 - <Task Manager>
 - a. ~~Task 1 - <Person(s) responsible>~~ [DONE 20060901]
 - b. Task 2 - <Person(s) responsible> [AWAITING email contact back from Bob Smith]

Completed items must only be striked through rather than removed. These items will then be removed after each face-to-face meeting when the archive is updated.