

# 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
<del>struck thru'd</del>	Task is complete or has been dropped; if dropped, provide a reason. Also provide a complete date after the task, or 'dropped' if appropriate
<b>bold</b>	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 20060904]
  - 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.