

Task

A single activity

Meeting/Appointment

- 1) Agenda
- 2) Purpose
- 3) Date
- 4) Start time
- 5) End time

Project

A series of planned out tasks with a deadline and a goal

The Master Task System should be the one location for all tasks and projects. All tasks and projects assigned from meetings and on the ITF should go into the Master Task System during the SPA.

Emails containing tasks need to be put into the Master Task System, as well.

The Master Task System

