

TASK ASSIGNMENT SHEET

Hand out tasks for a period and get them acknowledged. Tick the box when the assignee confirms; both parties sign at the bottom.

Assigned by _____ Team / project _____

Date _____ Period _____

#	Task	Assigned to	Assigned	Due	Priority		Notes
1						☐	
2						☐	
3						☐	
4						☐	
5						☐	
6						☐	
7						☐	
8						☐	
9						☐	
10						☐	
11						☐	
12						☐	
13						☐	
14						☐	
15						☐	
16						☐	

BY ASSIGNEE		
Assignee	Assigned	Accepted

Tasks assigned

Accepted

ACKNOWLEDGED

Assigned by / date _____

Acknowledged by / date _____