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| Assigned to | Task | Notes |
| **Monday October 25** |
| Parminder | Finish first draft of client proposal | Must be finished today |
| Juan Luis | Update client database |  |
| Hank | Prepare and distribute agenda for staff meeting |  |
| **Tuesday October 26** |
| All | Staff meeting |  |
| Hank | Finish staff schedule for next month |  |

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| **Shift Planning** |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** |
| Parminder |  |  |  |  |  |  |  |  |  |  |  |  |
| Hank |  |  |  |  |  |  |  |  |  |  |  |  |
| Jean Luis |  |  |  |  |  |  |  |  |  |  |  |  |
| Michel |  |  |  |  |  |  |  |  |  |  |  |  |
| Quoc |  |  |  |  |  |  |  |  |  |  |  |  |