

# Back Office

## Team East

	Status	Due Date	Assigned	File
Conduct a morning team meeting	Not Started	In 1 day		
Review back-office processes	In Progress	On Thursday		
Supervise data entry tasks	Done	On Friday		
Organise digital and physical documents	Done	19 <sup>th</sup> May		

## Team West

	Status	Due Date	Assigned
Assign responsibilities to team members	Not Started	Today	
Implement quality assurance processes	In Progress	On Tuesday	
Coordinate with front-office teams	Done	Next Monday	
Review the stationary budget	Stuck	1 <sup>st</sup> April	

### Add New Task

**Title**

**Start Date**  **End Date**

**Assignee**  **Priority**

**File**

# Microsoft Backoffice System Management

**Michael Brown**



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