



ICUU Specific Task Form

1. Task Description:

2. Goal or Objective of the Task:

3. Why This Task Is Necessary or Helpful:

4. Person(s) Assigned to complete task:

5. Deadline or Regularity

- **Deadline:** (Date) OR _____
- **Regular Task:** (e.g., _____ weekly, _____ monthly, _____ quarterly)
- **Draft Review:** A draft should be shown to: _____ by: _____ (date before the deadline)

6. Final Product or Deliverable

Examples: report, draft document, event plan, communication, spreadsheet, outreach list, etc.

7. Who will Approve/Accomplished Task:

8. Comments (post accomplishment) by Approver:

When completed, email completed form to: shahan@icuu.org