

MUST DO ASAP – A		IMPORTANT TO DO – B		WANT TO DO - C	
1	Meeting with investors	1	Meet with hiring manager (re: business development)	1	Write N-VisionIT success story for James Bagnall (Ottawa Citizen)
2	Strategic partnership meeting	2	Call companies re: squeeze page marketing	2	
3	Schedule media interview	3		3	
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ON HOLD – PENDING INFO FROM 3RD PARTY	WHO?
Invoice Acme Trading	Jane
Send press release to Ottawa Sun	Bob

RESOURCES		
JANE	BOB	ALISON
Prepare Acme Trading invoice	Review & sign off press release	

NOTES