

Add Task

Project Name

Task Name

Description

Select Team Member

Priority

Start Date

End date

TaskMate Admin Dashboard

Dashboard

Task

Team

Report

Settings

Total Tasks: 28 (Today: 04, +12% from last month)

Total Tasks: 34 (Today: 34, +12% from last month)

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Task Name	Assigned To	Created Date	Due Date	Status
Verify LSA Profile	John Doe	2025-09-23	2025-07-01	In Progress
Process Payments	Varada Pokkattu	2025-09-23	2025-07-01	Completed
Follow-Up Parents	Lilly George	2025-09-23	2025-07-01	Completed
Make Report	Sara	2025-09-23	2025-07-01	Over due
Add Participants	Luna Mathieu	2025-09-23	2025-07-01	In Progress
Plan Meeting	David John	2025-09-23	2025-07-01	In Progress

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TaskMate Admin Dashboard

Verify LSA profile

Description

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Team Member	Lily Bennett	Status Over Due	Priority High
Start Date <input type="date"/>	2025-09-20	Due Date <input type="date"/>	2025-09-20
Close Date <input type="date"/>	2025-09-20		

TaskMate Admin Dashboard

Wednesday, July 30, 2025

Welcome Admin

Dashboard

Task

Team

Report

Settings

Total Tasks: 28 (Today: 04, +12% from last month)

Task in Progress: 16 (Today: 16, +3% from last month)

Task Completed: 02 (Today: 02, +8 from last month)

Task Overdue: 04 (Immediate attention)

Task Management

All Tasks

Manage and track all tasks across your team

Search Here...

All Tasks	Pending	In Progress	Completed	Overdue
Title	Assigned to	Deadline	Status	Priority
Develop UI for task management		Lily Bennett	8/6/2025	In Progress
Review campaign performance		Ethan Carter	8/6/2025	Pending
Prepare budget proposal		Daniel Torres	8/6/2025	Completed
Organize team building event		Sophia Ramirez	8/6/2025	Overdue
Update company policies		Marcus Lee	8/6/2025	Pending
Plan sales strategy meeting		Clare Foster	8/6/2025	Complete

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TaskMate Admin Dashboard

Verify LSA profile

Description

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Team member

Priority High

Status In Progress

Start date 07/08/2025

End date 08/08/2025