**ANEXO 2**

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| **Lista de tarefas** | | | |
| **janeiro** | **Tarefa a concluir** | **Pessoa responsável** | **Concluído (colocar uma cruz)** |
| **1-Jan** |  |  |  |
| **2-Jan** |  |  |  |
| **3-Jan** |  |  |  |
| **4-Jan** |  |  |  |
| **5-Jan** |  |  |  |
| **6-Jan** |  |  |  |
| **7-Jan** |  |  |  |
| **8-Jan** |  |  |  |
| **9-Jan** |  |  |  |
| **10-Jan** |  |  |  |
| **11-Jan** |  |  |  |
| **12-Jan** |  |  |  |
| **13-Jan** |  |  |  |
| **14-Jan** |  |  |  |
| **15-Jan** |  |  |  |
| **16-Jan** |  |  |  |
| **17-Jan** |  |  |  |
| **18-Jan** |  |  |  |
| **19-Jan** |  |  |  |
| **20-Jan** |  |  |  |
| **21-Jan** |  |  |  |
| **22-Jan** |  |  |  |
| **23-Jan** |  |  |  |
| **24-Jan** |  |  |  |
| **25-Jan** |  |  |  |
| **26-Jan** |  |  |  |
| **27-Jan** |  |  |  |
| **28-Jan** |  |  |  |
| **29-Jan** |  |  |  |
| **30-Jan** |  |  |  |
| **31-Jan** |  |  |  |

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| **LISTA DE TAREFAS** | | | |
| **fevereiro** | **Tarefa a concluir** | **Pessoa responsável** | **Concluído (colocar uma cruz)** |
| **1.fev** |  |  |  |
| **2.fev** |  |  |  |
| **3.fev** |  |  |  |
| **4.fev** |  |  |  |
| **5.fev** |  |  |  |
| **6.fev** |  |  |  |
| **7.fev** |  |  |  |
| **8.fev** |  |  |  |
| **9.fev** |  |  |  |
| **10.fev** |  |  |  |
| **11.fev** |  |  |  |
| **12.fev** |  |  |  |
| **13.fev** |  |  |  |
| **14.fev** |  |  |  |
| **15.fev** |  |  |  |
| **16.fev** |  |  |  |
| **17.fev** |  |  |  |
| **18.fev** |  |  |  |
| **19.fev** |  |  |  |
| **20.fev** |  |  |  |
| **21.fev** |  |  |  |
| **22.fev** |  |  |  |
| **23.fev** |  |  |  |
| **24.fev** |  |  |  |
| **25.fev** |  |  |  |
| **26.fev** |  |  |  |
| **27.fev** |  |  |  |
| **28.fev** |  |  |  |

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| **LISTA DE TAREFAS** | | | |
| **março** | **Tarefa a concluir** | **Pessoa responsável** | **Concluído (colocar uma cruz)** |
| **1.mar** |  |  |  |
| **2.mar** |  |  |  |
| **3.mar** |  |  |  |
| **4.mar** |  |  |  |
| **5.mar** |  |  |  |
| **6.mar** |  |  |  |
| **7.mar** |  |  |  |
| **8.mar** |  |  |  |
| **9.mar** |  |  |  |
| **10.mar** |  |  |  |
| **11.mar** |  |  |  |
| **12.mar** |  |  |  |
| **13.mar** |  |  |  |
| **14.mar** |  |  |  |
| **15.mar** |  |  |  |
| **16.mar** |  |  |  |
| **17.mar** |  |  |  |
| **18.mar** |  |  |  |
| **19.mar** |  |  |  |
| **20.mar** |  |  |  |
| **21.mar** |  |  |  |
| **22.mar** |  |  |  |
| **23.mar** |  |  |  |
| **24.mar** |  |  |  |
| **25.mar** |  |  |  |
| **26.mar** |  |  |  |
| **27.mar** |  |  |  |
| **28.mar** |  |  |  |
| **29.mar** |  |  |  |
| **30.mar** |  |  |  |
| **31.mar** |  |  |  |

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| **LISTA DE TAREFAS** | | | |
| **abril** | **Tarefa a concluir** | **Pessoa responsável** | **Concluído (colocar uma cruz)** |
| **1.abr** |  |  |  |
| **2.abr** |  |  |  |
| **3.abr** |  |  |  |
| **4.abr** |  |  |  |
| **5.abr** |  |  |  |
| **6.abr** |  |  |  |
| **7.abr** |  |  |  |
| **8.abr** |  |  |  |
| **9.abr** |  |  |  |
| **10.abr** |  |  |  |
| **11.abr** |  |  |  |
| **12.abr** |  |  |  |
| **13.abr** |  |  |  |
| **14.abr** |  |  |  |
| **15.abr** |  |  |  |
| **16.abr** |  |  |  |
| **17.abr** |  |  |  |
| **18.abr** |  |  |  |
| **19.abr** |  |  |  |
| **20.abr** |  |  |  |
| **21.abr** |  |  |  |
| **22.abr** |  |  |  |
| **23.abr** |  |  |  |
| **24.abr** |  |  |  |
| **25.abr** |  |  |  |
| **26.abr** |  |  |  |
| **27.abr** |  |  |  |
| **28.abr** |  |  |  |
| **29.abr** |  |  |  |
| **30.abr** |  |  |  |

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| **LISTA DE TAREFAS** | | | |
| **maio** | **Tarefa a concluir** | **Pessoa responsável** | **Concluído (colocar uma cruz)** |
| **1. mai** |  |  |  |
| **2. mai** |  |  |  |
| **3. mai** |  |  |  |
| **4. mai** |  |  |  |
| **5. mai** |  |  |  |
| **6. mai** |  |  |  |
| **7. mai** |  |  |  |
| **8. may** |  |  |  |
| **9. mai** |  |  |  |
| **10. mai** |  |  |  |
| **11. mai** |  |  |  |
| **12. mai** |  |  |  |
| **13. mai** |  |  |  |
| **14. mai** |  |  |  |
| **15. mai** |  |  |  |
| **16. mai** |  |  |  |
| **17. mai** |  |  |  |
| **18. mai** |  |  |  |
| **19. mai** |  |  |  |
| **20. mai** |  |  |  |
| **21. mai** |  |  |  |
| **22. mai** |  |  |  |
| **23. mai** |  |  |  |
| **24. mai** |  |  |  |
| **25. mai** |  |  |  |
| **26. mai** |  |  |  |
| **27. mai** |  |  |  |
| **28. mai** |  |  |  |
| **29. mai** |  |  |  |
| **30. mai** |  |  |  |
| **31. mai** |  |  |  |

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| **LISTA DE TAREFAS** | | | |
| **junho** | **Tarefa a concluir** | **Pessoa responsável** | **Concluído (colocar uma cruz)** |
| **1.jun** |  |  |  |
| **2.jun** |  |  |  |
| **3.jun** |  |  |  |
| **4.jun** |  |  |  |
| **5.jun** |  |  |  |
| **6.jun** |  |  |  |
| **7.jun** |  |  |  |
| **8.jun** |  |  |  |
| **9.jun** |  |  |  |
| **10.jun** |  |  |  |
| **11.jun** |  |  |  |
| **12.jun** |  |  |  |
| **13.jun** |  |  |  |
| **14.jun** |  |  |  |
| **15.jun** |  |  |  |
| **16.jun** |  |  |  |
| **17.jun** |  |  |  |
| **18.jun** |  |  |  |
| **19.jun** |  |  |  |
| **20.jun** |  |  |  |
| **21.jun** |  |  |  |
| **22.jun** |  |  |  |
| **23.jun** |  |  |  |
| **24.jun** |  |  |  |
| **25.jun** |  |  |  |
| **26.jun** |  |  |  |
| **27.jun** |  |  |  |
| **28.jun** |  |  |  |
| **29.jun** |  |  |  |
| **30.jun** |  |  |  |

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| **LISTA DE TAREFAS** | | | |
| **julho** | **Tarefa a concluir** | **Pessoa responsável** | **Concluído (colocar uma cruz)** |
| **1.jul** |  |  |  |
| **2.jul** |  |  |  |
| **3.jul** |  |  |  |
| **4.jul** |  |  |  |
| **5.jul** |  |  |  |
| **6.jul** |  |  |  |
| **7.jul** |  |  |  |
| **8.jul** |  |  |  |
| **9.jul** |  |  |  |
| **10.jul** |  |  |  |
| **11.jul** |  |  |  |
| **12.jul** |  |  |  |
| **13.jul** |  |  |  |
| **14.jul** |  |  |  |
| **15.jul** |  |  |  |
| **16.jul** |  |  |  |
| **17.jul** |  |  |  |
| **18.jul** |  |  |  |
| **19.jul** |  |  |  |
| **20.jul** |  |  |  |
| **21.jul** |  |  |  |
| **22.jul** |  |  |  |
| **23.jul** |  |  |  |
| **24.jul** |  |  |  |
| **25.jul** |  |  |  |
| **26.jul** |  |  |  |
| **27.jul** |  |  |  |
| **28.jul** |  |  |  |
| **29.jul** |  |  |  |
| **30.jul** |  |  |  |
| **31.jul** |  |  |  |

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| **LISTA DE TAREFAS** | | | |
| **agosto** | **Tarefa a concluir** | **Pessoa responsável** | **Concluído (colocar uma cruz)** |
| **1.ago** |  |  |  |
| **2.ago** |  |  |  |
| **3.ago** |  |  |  |
| **4.ago** |  |  |  |
| **5.ago** |  |  |  |
| **6.ago** |  |  |  |
| **7.ago** |  |  |  |
| **8.ago** |  |  |  |
| **9.ago** |  |  |  |
| **10.ago** |  |  |  |
| **11.ago** |  |  |  |
| **12.ago** |  |  |  |
| **13.ago** |  |  |  |
| **14.ago** |  |  |  |
| **15.ago** |  |  |  |
| **16.ago** |  |  |  |
| **17.ago** |  |  |  |
| **18.ago** |  |  |  |
| **19.ago** |  |  |  |
| **20.ago** |  |  |  |
| **21.ago** |  |  |  |
| **22.ago** |  |  |  |
| **23.ago** |  |  |  |
| **24.ago** |  |  |  |
| **25.ago** |  |  |  |
| **26.ago** |  |  |  |
| **27.ago** |  |  |  |
| **28.ago** |  |  |  |
| **29.ago** |  |  |  |
| **30.ago** |  |  |  |
| **31.ago** |  |  |  |

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| **LISTA DE TAREFAS** | | | |
| **setembro** | **Tarefa a concluir** | **Pessoa responsável** | **Concluído (colocar uma cruz)** |
| **1.set** |  |  |  |
| **2.set** |  |  |  |
| **3.set** |  |  |  |
| **4.set** |  |  |  |
| **5.set** |  |  |  |
| **6.set** |  |  |  |
| **7.set** |  |  |  |
| **8.set** |  |  |  |
| **9.set** |  |  |  |
| **10.set** |  |  |  |
| **11.set** |  |  |  |
| **12.set** |  |  |  |
| **13.set** |  |  |  |
| **14.set** |  |  |  |
| **15.set** |  |  |  |
| **16.set** |  |  |  |
| **17.set** |  |  |  |
| **18.set** |  |  |  |
| **19.set** |  |  |  |
| **20.set** |  |  |  |
| **21.set** |  |  |  |
| **22.set** |  |  |  |
| **23.set** |  |  |  |
| **24.set** |  |  |  |
| **25.set** |  |  |  |
| **26.set** |  |  |  |
| **27.set** |  |  |  |
| **28.set** |  |  |  |
| **29.set** |  |  |  |
| **30.set** |  |  |  |

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| **LISTA DE TAREFAS** | | | |
| **outubro** | **Tarefa a concluir** | **Pessoa responsável** | **Concluído (colocar uma cruz)** |
| **1.out** |  |  |  |
| **2.out** |  |  |  |
| **3.out** |  |  |  |
| **4.out** |  |  |  |
| **5.out** |  |  |  |
| **6.out** |  |  |  |
| **7.out** |  |  |  |
| **8.out** |  |  |  |
| **9.out** |  |  |  |
| **10.out** |  |  |  |
| **11.out** |  |  |  |
| **12.out** |  |  |  |
| **13.out** |  |  |  |
| **14.out** |  |  |  |
| **15.out** |  |  |  |
| **16.out** |  |  |  |
| **17.out** |  |  |  |
| **18.out** |  |  |  |
| **19.out** |  |  |  |
| **20.out** |  |  |  |
| **21.out** |  |  |  |
| **22.out** |  |  |  |
| **23.out** |  |  |  |
| **24.out** |  |  |  |
| **25.out** |  |  |  |
| **26.out** |  |  |  |
| **27.out** |  |  |  |
| **28.out** |  |  |  |
| **29.out** |  |  |  |
| **30.out** |  |  |  |
| **31.out** |  |  |  |

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| **LISTA DE TAREFAS** | | | |
| **novembro** | **Tarefa a concluir** | **Pessoa responsável** | **Concluído (colocar uma cruz)** |
| **1.nov** |  |  |  |
| **2.nov** |  |  |  |
| **3.nov** |  |  |  |
| **4.nov** |  |  |  |
| **5.nov** |  |  |  |
| **6.nov** |  |  |  |
| **7.nov** |  |  |  |
| **8.nov** |  |  |  |
| **9.nov** |  |  |  |
| **10.nov** |  |  |  |
| **11.nov** |  |  |  |
| **12.nov** |  |  |  |
| **13.nov** |  |  |  |
| **14.nov** |  |  |  |
| **15.nov** |  |  |  |
| **16.nov** |  |  |  |
| **17.nov** |  |  |  |
| **18.nov** |  |  |  |
| **19.nov** |  |  |  |
| **20.nov** |  |  |  |
| **21.nov** |  |  |  |
| **22.nov** |  |  |  |
| **23.nov** |  |  |  |
| **24.nov** |  |  |  |
| **25.nov** |  |  |  |
| **26.nov** |  |  |  |
| **27.nov** |  |  |  |
| **28.nov** |  |  |  |
| **29.nov** |  |  |  |
| **30.nov** |  |  |  |

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| **LISTA DE TAREFAS** | | | |
| **dezembro** | **Tarefa a concluir** | **Pessoa responsável** | **Concluído (colocar uma cruz)** |
| **1.dez** |  |  |  |
| **2.dez** |  |  |  |
| **3.dez** |  |  |  |
| **4.dez** |  |  |  |
| **5.dez** |  |  |  |
| **6.dez** |  |  |  |
| **7.dez** |  |  |  |
| **8.dez** |  |  |  |
| **9.dez** |  |  |  |
| **10.dez** |  |  |  |
| **11.dez** |  |  |  |
| **12.dez** |  |  |  |
| **13.dez** |  |  |  |
| **14.dez** |  |  |  |
| **15.dez** |  |  |  |
| **16.dez** |  |  |  |
| **17.dez** |  |  |  |
| **18.dez** |  |  |  |
| **19.dez** |  |  |  |
| **20.dez** |  |  |  |
| **21.dez** |  |  |  |
| **22.dez** |  |  |  |
| **23.dez** |  |  |  |
| **24.dez** |  |  |  |
| **25.dez** |  |  |  |
| **26.dez** |  |  |  |
| **27.dez** |  |  |  |
| **28.dez** |  |  |  |
| **29.dez** |  |  |  |
| **30.dez** |  |  |  |
| **31.dez** |  |  |  |