

21. Both summary tasks *Pack Old Office* and *Wiring* can begin four days before the completion of *Construction of Office*. Create the necessary lead times.
22. Examine the project finish date.
23. Insert a recurring task at the beginning of the project and call it **Status Meeting**. The Status Meeting will occur every Thursday for one hour. The length of the recurring task is from the project's start date to its end date.
24. Zoom out until the entire project is visible in the chart pane, as shown in **Figure 2-12**.

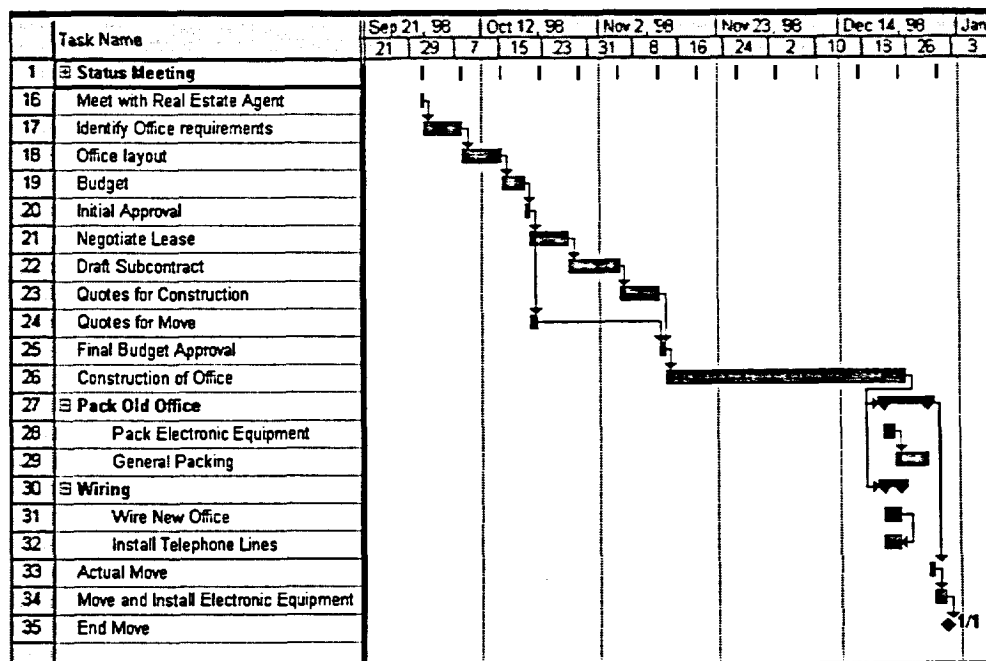


Figure 2-12: The Finished Project

25. Save and close the project.