**WEEKLY TASK REPORT SHEET FOR**

**DATE:** 17-01-2025 **| EMPLOYEE’S NAME:** Olusegun Emmanuel **| DEPARTMENT:** Media/IT

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| **Task** | **Description** | **Comment** |
| Task 1 | **website development for Smash Travels**   * Completed Homepage for the smash travel website. also made homepage responsive for all screen. mobile, Tab and desktop | Currently In Progress |
| Task 2 | rectify tawk to **LiveChat** on Ridesmash.com and smash tech group for live communication between customers and CS of Ridesmash and smash tech group:  - Configured Email recipients  - Tested and working, received emails from the website’s LiveChat on the assigned emails.  - CS communicated with a real client over the LiveChat service from our website | Completed successfully |
| Task 3 | Commence Services Pages for the Smash Travels Website.   * started build the various services for smash Travels website | Completed successfully |
| Task 4 | Deploy Smash Travels Homepage for Development server for testing and review. | Completed successfully |
| Task 5 |  |  |



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| Task 6 |  |  |
| Task 7 |  |  |
| Task 8 |  |  |
| Task 9 |  |  |
| Task 10 |  |  |
| Task 11 |  |  |
| Task 12 |  |  |

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| **ask 8 :** | **Not Started Completed** | **In Progress** | **Same Day** |
| **Task 9 :** | **Not Started Completed** | **In Progress** | **Same Day** |
| **Task 10 :** | **Not Started Completed** | **In Progress** | **Same Day** |
| **Task 11 :** | **Not Started Completed** | **In Progress** | **Same Day** |
| **Task 12 :** | **Not Started Completed** | **In Progress** | **Same Day** |

**SIGNATURE:** **DATE: 17-01-2025**