



Projects



Task Overview



Team Members



Project Deadlines



Progress Tracking



Settings

< > January 2023



New

Mon, Jan 11, 2023

10:00 - 11:00 AM **Marketing Meeting**
Team Meeting (13)

Details

11:30 - 12:00 PM **Sales Meeting**
Team Meeting (8)

Details

Tue, Jan 12, 2023

11:00 - 13:00 AM **Coaching Session**
1-1 meeting (2 attenddes)

Details

Wed, Jan 13, 2023

11:30 - 01:30 PM **Brainstorming: SEO Job**
Team Meeting (6)

Details

Thu, Jan 14, 2023

09:30 - 10:30 AM **Marketing Review**
Team Meeting (6)

Details

11:30 - 12:00 PM **Sales Pitch**
Client Meeting (4)

Details

Fri, Jan 15, 2023



All Ongoing Projects Overview

Kanban Board View



TO DO

Task Design Planning

● Priority: Medium

Search

...

SWOT Analysis

● Priority: High

Track Progress

...

Structure Design

● Priority: Low

Manage Tasks

...

New Task

IN PROGRESS

Focus Group #5

● Priority: High

Research Progress

...

Surveys Set-Up

● Priority: Medium

Strategy Update

...

Weekly Progress

● Priority: High

Operations Update

...

New Task

DONE

Focus Group #3

● Priority: High

Research Analysis

...

Q2 Results Analysis

● Priority: Low

Insights Review

...

New Task



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Team



Team Members

9 Teammates

Filter



Project Manager
Project Strategist

Project Location
Project Time

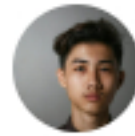
Manage Team



CEO Leadership
Social Media Expert

Marketing Hub
Marketing Schedule

Platform



PR Specialist
PR Management

Marketing Strategy
Marketing Timeframe

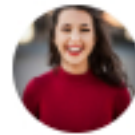
Marketing



Marketing Director
CEO & Founder

Business Headquarters
Company Schedule

Platform



Communications Manager
PR Expert

Marketing Campaigns
Marketing Schedule

Marketing



Marketing Strategist
Marketing Campaigns

Marketing Location
Marketing Schedule

Team Events



Company Mascot
Official Mascot

Company Headquarters
Company Events

Team Events

← 1 2 3 →

Search projects

Refine search criteria

Project details

Project deadlines

Project type

Project assignee

Project tasks

✓

Project Report - January 2023

Important E-commerce tasks

✓

Project Report - February 2023

Critical E-commerce tasks

✓

Quarterly Project Report

Monthly Company reports

Advanced project search

New task

Search

Priority tasks

Team tasks

Assignee tasks

High priority

Marketing Project

Medium priority

Operations tasks

View

Project Status

Urgency level

Project team

Assigned

Urgent

Marketing

Moderate

Operational tasks

Low priority

Operational duties

✓

Weekly progress report

Due tomorrow

Start

This week's tasks

Deadline

Project phase

Urgency level

Project team

Assigned

✓

Order verification

Wednesday's tasks

Progress

Moderate

Retail operations

✓

Human resources evaluations

Wednesday's tasks

Start

Moderate

Team

✓

Weekly progress report

Friday's tasks

Start

Low priority

Project



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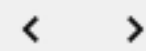
Settings

Create task



View all

Current month



Mo	Tue	We	Thu	Frid	Sat	Sun
8 day	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	31	1	2	3
28	29	30	25	26	27	View all

My tasks (05)



<input checked="" type="checkbox"/>	Complete project tasks	Today's tasks
<input checked="" type="checkbox"/>	Sign project agreements	Today's tasks
<input checked="" type="checkbox"/>	Keynote presentation preparation	Upcoming
<input checked="" type="checkbox"/>	Research project details	Upcoming
<input checked="" type="checkbox"/>	Generate invoices	This week's

Recent feedback

Competitor analysis >

Reference my presentation attached...

Market trends >

Let's review the latest data together...

New

Project categories



	Projects	
	Team activities	
	Freelance project 01	
	Event management	

More

Time tracking

	Design wireframe	1 hour 25	View	View
	Slack redesign	30 minutes 18	View	View
	Dashboard layout	1 hour 48	View	View
	Wireframe creation	17 minutes 1	View	View
	Emotional state	15 hours 5	View	View

New widget