Tasks' Details

Client : Al Falah- Digital Marketing				Period : 03/02/2023 - 13/02/2023
Total Hours : 151.6				Total Days : 19.0

Date	Task Owner	Hours	Main Task	Description
Feb 01, 2023 - Feb 03, 2023				**Days : 1.1**
February Week 1				**Hours : 9.0**
03-02-2023	Hamayun Rasheed	6.00	Pakistan Appeal	Internal meeting Task plan overview/doc
03-02-2023	Rana Muhammad Usman Khan	3.00	Pakistan Appeal	1. Task plan Setup 2. internal meeting
Feb 06, 2023 - Feb 10, 2023				**Days : 17.8**
February Week 2				**Hours : 142.6**
06-02-2023	Azad Khan	6.00	Pakistan Appeal	Rebuilding Pakistan 30 sec video
06-02-2023	Rana Muhammad Usman Khan	3.00	Pakistan Appeal	1. Domain verification 2. Creatives design Plan 3. Facebook chat Support
07-02-2023	Azad Khan	8.00	Pakistan Appeal	Rebuilding Pakistan video editing and colour correction/grading.
07-02-2023	Fatima Butt	5.90	Pakistan Appeal	1. Landing page designs - 5.5 2. Color guide update - 0.2 3. Video review and discussion - 0.2
07-02-2023	Muhammad Aatir	1.00	Pakistan Appeal	Keywords Research
07-02-2023	Rana Muhammad Usman Khan	2.00	Pakistan Appeal	1. Google analytics Setup review 2. Keywords Research
07-02-2023	Waqas Ikram	3.00	Blog Writing	MAF configured & deployed on Bluehost
08-02-2023	Azad Khan	1.00	Pakistan Appeal	Changes in Rebuilding Pakistan video
08-02-2023	Fatima Butt	4.10	Pakistan Appeal	1. Pakistan appeal landing page changes 2. Turkey and Syria appeal - landing page 3. Ramadan sm post and theme research, review and discussion
08-02-2023	Fatima Butt	0.50	Pakistan Appeal	Content discussion with Hamayun
08-02-2023	Hamayun Rasheed	3.00	Pakistan Appeal	MAF client meeting MAF revised reply
08-02-2023	Muhammad Aatir	5.00	Pakistan Appeal	Blog Writing Social Media taglines/captions
08-02-2023	Muhammad Mohsin	8.00	Pakistan Appeal	Research & 2 Template Post Design
08-02-2023	Rana Muhammad Usman Khan	5.00	Turkey, Syria Appeal	1. Video Content review 2. images Content review 3. Internal meeting 4. Adil's Meeting
08-02-2023	Waqas Ikram	7.00	Development	- Donate now changes asked by the client (staging & live site) - Fixed the NaN issue on the live site
09-02-2023	Azad Khan	6.50	Pakistan Appeal	Pakistan flood relief 30 sec video
09-02-2023	Fatima Butt	2.60	Pakistan Appeal	1. Social post. review and discussion - 0.6 2. Blog image edit, review and discussion - 0.7 3. Video (script 2) review and discussion - 0.3 4. Footages and images upload on google drive - 1
09-02-2023	Hamayun Rasheed	2.00	Pakistan Appeal	Email reply draft Client Meeting
09-02-2023	Hamayun Rasheed	2.00	Pakistan Appeal	Poster content
09-02-2023	Hamayun Rasheed	3.00	Turkey, Syria Appeal	Updated Sheet Poster edits IG bio link change
09-02-2023	Muhammad Mohsin	8.00	Turkey, Syria Appeal	1. Blog Images Design 2. Social Media Posts Design (Insta, Facebook, Twitter)
09-02-2023	Rana Muhammad Usman Khan	6.00	Turkey, Syria Appeal	1. Stripe Payment Pages Setup 2. Social media image Review 3. Go through Facebook Reply 4. internal meeting
09-02-2023	Waqas Ikram	8.00	Development	Donate now & homepage banner area changes
09-02-2023	Wasif Qadeer	4.00	Development	made homepage Main image slider and Prayer time slider on desktop and for mobile. Done
10-02-2023	Azad Khan	8.00	Pakistan Appeal	- Flood relief video script 2 (5.5 hrs) - Flood relief video script 1 (2 hrs)
10-02-2023	Fatima Butt	1.00	Pakistan Appeal	1. SM post design edit, review and discussion 2. Video ad review and discussion
10-02-2023	Hamayun Rasheed	5.00	Content/Copywriting	Blog review Video Script review Image placement
10-02-2023	Muhammad Aatir	4.00	Turkey, Syria Appeal	Social Media Taglines Keyword Research
10-02-2023	Muhammad Mohsin	8.00	Pakistan Appeal	Social Media Post Design (Insta, facebook, twitter)

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10-02-2023	Rana Muhammad Usman Khan	2.00	Ramadaan 2023	1. Keywords overview 2. Sheets setup
10-02-2023	Waqas Ikram	8.00	Development	- Donation changes on every appeal page. Remove sadaqah and country dropdown from all appeal pages -Made changes live on kmab site -Modified homepage should show menu by default - Made changes live on kmab site - Blog was added on the live site
10-02-2023	Wasif Qadeer	2.00	Development	Home page prayer section on desktop/ change the cart UI on default header and sticky header. Done