

Tasks' Details				
Client : Rezaid- Digital Marketing			Period : 03/02/2023 - 13/02/2023	
Total Hours : 22.3			Total Days : 2.8	
Date	Task Owner	Hours	Main Task	Description
Feb 01, 2023 - Feb 03, 2023			Days : 1.6	
February Week 1			Hours : 13.0	
03-02-2023	Azad Khan	7.50	Video	- Research and storyboarding of "Paid social" animated video for youtube (7) - Edits in "Public relations" animated youtube video (0.5)
03-02-2023	Hamayun Rasheed	1.00	Social Media	SM posting
03-02-2023	Muhammad Mohsin	4.50	Design	Behance Post Research
Feb 06, 2023 - Feb 10, 2023			Days : 1.2	
February Week 2			Hours : 9.3	
06-02-2023	Azad Khan	2.00	Video	Storyboarding of "Paid social" animated youtube video
06-02-2023	Hamayun Rasheed	1.00	Project Management	monday.com (Board creation + tasks)
07-02-2023	Fatima Butt	0.30	Database Management	Ems data entries
07-02-2023	Hamayun Rasheed	4.00	Project Management	Internal meeting Monday.com task planning Resource Allocation Hours setup
08-02-2023	Fatima Butt	0.50	Database Management	Ems data entries
09-02-2023	Fatima Butt	0.50	Database Management	Ems data entries
09-02-2023	Muhammad Ali	0.50	Client Meeting	Tasks discussion
10-02-2023	Fatima Butt	0.50	Database Management	EMS data entries