

| Tasks' Details | | | | |
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| 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 |

