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

REZAID

Tasks' Details

Client : Rezaid- Business Development				Period : 03/02/2023 - 13/02/2023
Total Hours : 10.0				Total Days : 1.3
Date	Task Owner	Hours	Main Task	Description
Feb 06, 2023 - Feb 10, 2023				Days : 1.3
February Week 2				Hours : 10.0
06-02-2023	Faisal Hameed	4.00	Research and Development	Interviews - 2 hrs Meeting with Adil - 0.5 hrs Meeting with Moneeb - 1.5 hrs
07-02-2023	Faisal Hameed	3.00	Research and Development	Interviews Standup Meeting with Moneeb.
08-02-2023	Faisal Hameed	3.00	Research and Development	Interviews Client Meeting (Adil) Meeting with Moneeb. Standup points Status update for sprint 3a and 3c

REZOID

Client : New React EMS				Period : 03/02/2023 - 13/02/2023
Total Hours : 3.5				Total Days : 0.4
Date	Task Owner	Hours	Main Task	Description
Feb 01, 2023 - Feb 03, 2023				Days : 0.4
February Week 1				Hours : 3.5
03-02-2023	Waseem Alam	3.00	Development	1 Dashboard changes 2 Unit testing
03-02-2023	Wasi Haider	0.50	Development	Change main task and sub task