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| Tracking Sheet of To-do’s for Cassandra Kaufman-Peterson  ***This is a list of most of the IMPORTANT things you need to get done this week. Make this your bible for the week!*** | | | | |
| Date Worked on | To-do / Task for the week | Description of task | Notes | Date Completed |
| * 12/04/11 * 12/05/11 * 12/14/11 | Business Contracts/  Business Logistics | Contract for Cassandra  Draft out expectations & have partners sign.  Draft timeline and vision/track progress.  Logistics  How to brand Logo.  Business Registration fee $150 needed in the form of money order.  How to brand Logo.  Business Registration fee $150 needed in the form of money order.  Add to calendar internal meeting dates, Board of supervisor meeting dates, External (employee) meeting dates. | Admin.dev.sscsf.com/files-  All the admin related materials (Company related documents…This is just for people that run the Software company) |  |
| * 12/04/11 * 12/05/11 * 12/14/11 | Other business development “related tasks” | Create 2 Cover Letters & 2 resumes (1 for technical field jobs/1 for non profit type work)  Create a website that includes all my “Professional Experience”  Create a website that includes a dashboard that explains the options you have as to what you can do after setting up a “free trial” for customers/users only  Create a good “Simple Software Inc.” elevator speech.  Create bio’s for Pat & Chris/me  Business cards  Business Logo branding  Better business brochures | Cdr2.com/files-  Where I can find all SimpSF files related to Chris R. server ->to our business. I can see all the files on the server through the web browser and download any files needed for the “new and improved” server and Doc tracking. |  |
| * 12/04/11 * 12/05/11 * 12/14/11 | Feedback forms templates / Survey templates/ E-mail templates | I need to create Customer Satisfaction Evaluations (Surveys/Feedback Forms), Customer Feedback, Customer Service Survey evaluations, Employee feedback, Suggestion form, All annonimous through Survey Monkey or Original created by me.  Brainstorm & Create e-mail templates. Then Suggest to SimpSF team in the internal meeting Wednesday December 7, 2011. | I can upload and track what I do on my admin page. Cassandra.dev.sscsf.com  [Login-cassandra@simplesoftwaresf.com](mailto:Login-cassandra@simplesoftwaresf.com)  Password-iacklmi! |  |
| * 12/04/11 * 12/05/11 * 12/14/11 | Sales & Lead Generation | Look at Simple Software Back-up Share drive & organize all the documents related to sales. Create a “Lead generation” Packate which should include phone scripts, Simpsf Info, etc.  Look up “Lead Generation Templates”, domain site (look at domain manager)  Create E-mail Template ws/link added |  |  |
| * 12/04/11 * 12/05/11 * 12/14/11 | Training Manual | Edit “D’Harris Tours” Training guide created by Patrick. Once perfected remind Patrick to post on SimpleSoftwareInc. Website.  Create a simple and generic “how to navigate/use apps” workspace guide. |  |  |
| * 12/04/11 * 12/05/11 * 12/14/11 | Software related classes/Meet-ups/ Workshops | Find the best JQuery/Java Scrip/Css/PHP tutorials for beginers.  Sign up for meet ups relating to Web development & how to make your web site easthetically pleasing.  Workshop in Long-Beach (Check E-mails, Dates, Way to get there)  Look up classes that we can take at a UC or State relating to subjects for better understanding. |  |  |