

## Appendix 9-2 Task Sheet

Abbreviations:      HTT      Hoàng Toàn Thắng  
                                  NNT      Nguyễn Ngọc Thạch  
                                  QGL      Quách Gia Lâm

Date updated: 11/12/2019

Project Ref. No.:		Project Title:	Activity Plan Prepared by:	Planning Completion Date		Date of Preparation of Activity Plan:			
Sr. No.	Task			For review or testing	Final	Actual Start Date	Actual Days:	Team Mate Names in charge	Status
1	Complete Source code and supporting Files and Folders.		HTT	01/01/2019	04/01/2020	07/12/2019			
1.1	Design Web Layout				04/01/2019				
	Mock-up				10/12/2019	07/12/2019		HTT	Completed
	Theme and Format			13/12/2019	14/12/2019	11/12/2019		HTT	in progress
	Files and Folder set-up			13/12/2019	14/12/2019	11/12/2019		HTT	in progress
	Draft 1			14/12/2019	17/12/2019	11/12/2019		HTT	in progress
	Home			14/12/2019	17/12/2019	11/12/2019		HTT	in progress
	Services			14/12/2019	17/12/2019	11/12/2019		QGL	in progress
	Portfolio			14/12/2019	17/12/2019	11/12/2019		HTT	in progress
	Gallery			14/12/2019	17/12/2019	11/12/2019		NNT	in progress
	Team			14/12/2019	17/12/2019	11/12/2019		QGL	in progress
	Press			14/12/2019	17/12/2019	11/12/2019		NNT	in progress
	Contact			14/12/2019	17/12/2019	11/12/2019		QGL	in progress
	Draft 2			25/12/2019	28/12/2019				
	Final			01/02/2020	04/01/2020				
1.2	Gather all required contents								
1.2.1	Images			14/12/2019	16/12/2019	11/12/2019			in progress
	Collecting images			14/12/2019	16/12/2019	11/12/2019			

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	Wedding			14/12/2019	16/12/2019	11/12/2019		QGL	in progress
	Corporate			14/12/2019	16/12/2019	11/12/2019		HTT	in progress
	School			14/12/2019	16/12/2019	11/12/2019		HTT	in progress
	Celebration			14/12/2019	16/12/2019	11/12/2019		NNT	in progress
	Private parties			14/12/2019	16/12/2019	11/12/2019		NNT	in progress
	Team member			14/12/2019	16/12/2019	11/12/2019		QGL	in progress
	Selection of Images			17/12/2019	18/12/2019			HTT	
	Editing images			19/12/2019	20/12/2019				
	Wedding			19/12/2019	20/12/2019			QGL	
	Corporate			19/12/2019	20/12/2019			HTT	
	School			19/12/2019	20/12/2019			HTT	
	Celebration			19/12/2019	20/12/2019			NNT	
	Private parties			19/12/2019	20/12/2019			NNT	
	Team member			19/12/2019	20/12/2019			QGL	
1.2.2	Copy writing - external links			14/12/2019	19/12/2019	11/12/2019			in progress
	Wedding			14/12/2019	19/12/2019	11/12/2019		QGL	in progress
	Corporate			14/12/2019	19/12/2019	11/12/2019		HTT	in progress
	School			14/12/2019	19/12/2019	11/12/2019		HTT	in progress
	Celebration			14/12/2019	19/12/2019	11/12/2019		NNT	in progress
	Private parties			14/12/2019	19/12/2019	11/12/2019		NNT	in progress
	Team member			14/12/2019	19/12/2019	11/12/2019		QGL	in progress
	Press			14/12/2019	19/12/2019	11/12/2019		NNT	in progress
	Social Media Links			14/12/2019	19/12/2019	11/12/2019		QGL	in progress
1.2.3	Graphics								
	Logo of JADON			14/12/2019	19/12/2019	11/12/2019		HTT	in progress

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