

Period (03-25-2023 - 04-24-2023) - All Staff MembersJenalyn Aquinde

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (d)
Alex Moronta	Website Managment (12hrs) - Complete	post calendar events	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	24 Apr 2023 08:00 PM	24 Apr 2023 09:30 PM	01:30	1.5
Alma Puente	Social Media Management Essential Plan (10 hrs) - Complete	Mama Thrive social media management tasks	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	24 Apr 2023 01:30 PM	24 Apr 2023 03:30 PM	02:00	2
Joms Alboroto	Social Media Essential Paid Ads Plan (20 hr) - Complete	9:30 AM - 10:30AM [Mamathrive] -facebook ads -review campaigns -analyze metrics -scale budget with high outbound clicks campaigns -monitor leads tracking spreadsheet	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	24 Apr 2023 12:38 PM	24 Apr 2023 01:38 PM	01:00	1
Alex Moronta	Website Managment (12hrs) - Complete	post calendar events - haitian page-spanish page -free page	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	23 Apr 2023 04:00 PM	23 Apr 2023 08:00 PM	04:00	4
May Alvarez	SEO Basic Content Plan (6 On-Page/4 Off-Page) (10 hrs) - Complete	Off-Page Article: https://global-presence-news.ghost.io/free-pregnancy-telehealth-in-jacksonville-florida/	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	22 Apr 2023 01:00 PM	22 Apr 2023 01:50 PM	00:50	0.8
May Alvarez	SEO Basic Content Plan (6 On-Page/4 Off-Page) (10 hrs) - Complete	On-Page Article: https://mamathrive.org/convenience-pregnancy-telehealth-in-south-florida/	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	22 Apr 2023 12:00 PM	22 Apr 2023 01:00 PM	01:00	1
Alex Moronta	Website Managment (12hrs) - Complete	post calendar events	#81 - General Projects: MamaThrive.org (92hr,25r) -	22 Apr 2023 10:00	22 Apr 2023 01:00	03:00	3

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (d)
			Agapefamilyhealth.org	AM	PM		
Alex Moronta	Website Managment (12hrs) - Complete	post calendar events	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	21 Apr 2023 04:00 PM	21 Apr 2023 06:00 PM	02:00	2
Patrick Zeus Ra	Ad Hoc Task - Complete	move files to public folder - https://drive.google.com/drive/folders/1wn6ljmIITeC17gSar1I5LLRAkrEvrqcs?usp=share_link logo for fb - https://www.canva.com/design/DAFgv60qgv4/Q82_EdTrbWcAQLrhQe-D6w/edit?utm_content=DAFgv60qgv4&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	21 Apr 2023 11:45 AM	21 Apr 2023 12:00 PM	00:15	0.2
Joms Alboroto	Social Media Essential Paid Ads Plan (20 hr) - Complete	9:00 AM - 10:00AM [Mamathrive] -launch new campaign CBO for interest based targeting -increase budget for LLA campaign -optimize creatives	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	21 Apr 2023 10:29 AM	21 Apr 2023 11:29 AM	01:00	1
Alma Puente	Social Media Management Essential Plan (10 hrs) - Complete	Mama Thrive social media May posts, research, design, copies, project follow up tasks	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	20 Apr 2023 12:30 PM	20 Apr 2023 03:30 PM	03:00	3
Alma Puente	Social Media Management Essential Plan (10 hrs) - Complete	Mama Thrive video project tasks and social media management	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	20 Apr 2023 12:30 PM	20 Apr 2023 03:30 PM	03:00	3
Muhammad Salman	SEO Basic Tehnical Plan (4 hr) - Complete	Fwd: New Breadcrumbs structured data issues detected for https://mamathrive.org/ https://i.imgur.com/cvplNcN.png	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	20 Apr 2023 11:00 AM	20 Apr 2023 12:00 PM	01:00	1
Joms Alboroto	Social Media Essential Paid Ads Plan (20 hr) - Complete	9:00 AM - 10:00AM [Mamathrive] -launch 2 new campaign -prospecting and retargeting using free stuff creatives -researching on new perspective	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	20 Apr 2023 10:25 AM	20 Apr 2023 11:25 AM	01:00	1
Muhammad Salman	SEO Basic Tehnical Plan (4 hr) - Complete	[Mama Thrive] Breadcrumb Issues https://docs.google.com/document/d/19CGpyrhiY8OW6p0v7Fz0mnCjeQhBDsjR6iZ-ySDs6nA/edit	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	19 Apr 2023 12:45 PM	19 Apr 2023 01:15 PM	00:30	0.5

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (d)
Muhammad Shahid	Ad Hoc Task - Complete	- Show other field and show its value in CRM. - Send email for Email templates for confirmation - Complete participants page to fix things	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	19 Apr 2023 11:30 AM	19 Apr 2023 03:10 PM	03:40	3.6
May Alvarez	Ad Hoc Task - Complete	> Assign Tasks to team as per the meeting > Remind team of the Action Items > Relay information from Agape team to team	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	19 Apr 2023 10:40 AM	19 Apr 2023 11:00 AM	00:20	0.3
May Alvarez	Meetings with Client - Complete	Agape Weekly Meeting	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	19 Apr 2023 10:00 AM	19 Apr 2023 10:40 AM	00:40	0.6
Joms Alboroto	Meetings with Client - Complete	10:00 - 11:00AM [Agape meeting] -Weekly meeting	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	19 Apr 2023 10:00 AM	19 Apr 2023 11:00 AM	01:00	1
Alex Moronta	Meetings with Client - Complete		#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	19 Apr 2023 10:00 AM	19 Apr 2023 11:00 AM	01:00	1
Alma Puente	Social Media Management Essential Plan (10 hrs) - Complete	Mama Thrive social media management tasks	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	18 Apr 2023 03:30 PM	18 Apr 2023 03:45 PM	00:15	0.2
Muhammad Salman	SEO Basic Tehnical Plan (4 hr) - Complete	[Mama Thrive] Breadcrumb Issues https://docs.google.com/document/d/1Nwn0vZe_fNC4htSA5Zf1hIC4NQ1ooY6srWj8omQg74/edit	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	18 Apr 2023 12:45 PM	18 Apr 2023 02:15 PM	01:30	1.5
Joms Alboroto	Social Media Essential Paid Ads Plan (20 hr) - Complete	9:00 AM - 10:15AM [Mamathrive] - ads optimization facebook -ff with meta support regarding the BM account -create weekly advertising report -analyze data analytics	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	18 Apr 2023 11:54 AM	18 Apr 2023 01:09 PM	01:15	1.2
Alma	Social Media	Mama Thrive social media management tasks	#81 - General	17	17	01:00	1

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (d)
Puente	Management Essential Plan (10 hrs) - Complete		Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	Apr 2023 02:00 PM	Apr 2023 03:00 PM		
Joms Alboroto	Social Media Essential Paid Ads Plan (20 hr) - Complete	10 AM - 11AM [Mamathrive] - ads optimization facebook -BM troubleshooting - Monitor spreadsheet with enrollment data - ff creatives approval to mamathrive team - ff ticket to meta support	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	17 Apr 2023 12:22 PM	17 Apr 2023 01:22 PM	01:00	1
Alex Moronta	Website Managment (12hrs) - Complete	update calendar	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	16 Apr 2023 08:00 PM	16 Apr 2023 08:30 PM	00:30	0.5
Alex Moronta	Website Managment (12hrs) - Complete	mamathrive site updates	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	16 Apr 2023 05:00 PM	16 Apr 2023 07:00 PM	02:00	2
Alex Moronta	Website Managment (12hrs) - Complete	modify Amelia plugin to show current months events	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	15 Apr 2023 07:00 PM	15 Apr 2023 10:00 PM	03:00	3
May Alvarez	SEO Basic Content Plan (6 On-Page/4 Off-Page) (10 hrs) - Complete	Off-Page Article: https://globalpresencenetwork.blogspot.com/2023/04/common-questions-and-answers-on-high.html	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	15 Apr 2023 12:15 PM	15 Apr 2023 01:00 PM	00:45	0.7
May Alvarez	SEO Basic Content Plan (6 On-Page/4 Off-Page) (10 hrs) - Complete	On-page Article: https://mamathrive.org/the-proper-pregnancy-hygiene-women-must-practice/	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	15 Apr 2023 11:00 AM	15 Apr 2023 12:00 PM	01:00	1
May Alvarez	SEO Basic Content Plan	On-Page Article: https://mamathrive.org/what-are-the-causes-of-highrisk-pregnancy-for-young-moms/	#81 - General Projects:	14 Apr	14 Apr	01:00	1

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	(6 On-Page/4 Off-Page) (10 hrs) - Complete		MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	2023 03:30 PM	2023 04:30 PM		
Muhammad Salman	SEO Basic Tehnical Plan (4 hr) - Complete	Semrush Fixes GSC - Submitted URLs for Indexation in GSC Also Audited the unnecessary URLs for crawler	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	14 Apr 2023 12:30 PM	14 Apr 2023 01:00 PM	00:30	0.5
Michael Ocampo	Website Managment (12hrs) - Complete	Added upcoming events in homepage both mamathrive and agape	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	14 Apr 2023 11:30 AM	14 Apr 2023 12:40 PM	01:10	1.1
Joms Alboroto	Social Media Essential Paid Ads Plan (20 hr) - Complete	9:00 AM - 10:00AM [Mamathrive] - ads optimization facebook -Followed up meta support regarding our ticket -Metrics analysis -Follow up the free stuff creatives approval from zack	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	14 Apr 2023 11:13 AM	14 Apr 2023 12:13 PM	01:00	1
Patrick Zeus Ra	Ad Hoc Task - Complete	Download Spanish brochure - https://drive.google.com/drive/folders/1o8Qw6vvL0VWRg_hrPIUoqF6xgYOgbIFM?usp=share_link	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	14 Apr 2023 09:30 AM	14 Apr 2023 09:40 AM	00:10	0.1
Jan Michael	Ad Hoc Task - Complete	https://docs.google.com/spreadsheets/d/1uxJi90RKA5qUrNty_xWQgPTGMjslRolxPgbBm4KIn94/edit#gid=122779209	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	14 Apr 2023 09:00 AM	14 Apr 2023 10:00 AM	01:00	1
Alex Moronta	Website Managment (12hrs) - Complete	Integration calendar	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	13 Apr 2023 08:00 PM	13 Apr 2023 09:00 PM	01:00	1
Alma Puente	Social Media Management Essential Plan (10 hrs) - Complete	Mama Thrive social media management tasks	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	13 Apr 2023 01:30 PM	13 Apr 2023 02:30 PM	01:00	1
Jan	Ad Hoc Task	10:00AM - 12:00PM - MamaThrive Spreadsheet	#81 - General	13	13	06:00	6

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Michael	- Complete	12:00 PM - 01:00 PM >>Break 12:00AM - 05:00PM - MamaThrive Spreadsheet https://docs.google.com/spreadsheets/d/1uxJi90RKA5qUrNty_xWQgPTGMjslRoxPgbBm4Kln94/edit#gid=122779209	Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	Apr 2023 10:00 AM	Apr 2023 04:00 PM		
Joms Alboroto	Social Media Essential Paid Ads Plan (20 hr) - Complete	9:00 AM - 10:00AM [Mamathrive] - ads optimization facebook -Filed another ticket support in meta -increase audience size for 1 campaign -drafting retargeting campaign when high frequency hits	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	13 Apr 2023 09:00 AM	13 Apr 2023 10:00 AM	01:00	1
Alex Moronta	Website Managment (12hrs) - Complete	Integration with outlook calendar	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	12 Apr 2023 08:00 PM	12 Apr 2023 10:30 PM	02:30	2.5
Michael Ocampo	Website Managment (12hrs) - Complete	Created mamathrive partnership request form changed all forms:bcc to submissions@gp.marketing	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	12 Apr 2023 02:10 PM	12 Apr 2023 04:00 PM	01:50	1.8
Alma Puente	Social Media Management Essential Plan (10 hrs) - Complete	Mama Thrive social media management tasks	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	12 Apr 2023 01:00 PM	12 Apr 2023 02:00 PM	01:00	1
May Alvarez	Meetings with Client - Complete	> Mama Thrive Meeting > Assign action items to team	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	12 Apr 2023 10:00 AM	12 Apr 2023 11:00 AM	01:00	1
Joms Alboroto	Meetings with Client - Complete	10am-11am [agape] -weekly meeting	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	12 Apr 2023 10:00 AM	12 Apr 2023 11:00 AM	01:00	1
Alex Moronta	Meetings with Client - Complete		#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	12 Apr 2023 10:00 AM	12 Apr 2023 11:00 AM	01:00	1

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Joms Alboroto	Social Media Essential Paid Ads Plan (20 hr) - Complete	9:00 AM - 10:00AM [Mamathrive] - Verify all the leads from facebook form for the month of January and february and found out that there are leads from facebook that was tagged to other source (nicnac, WIC, etc)	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	12 Apr 2023 09:00 AM	12 Apr 2023 10:00 AM	01:00	1
Muhammad Salman	SEO Basic Tehnical Plan (4 hr) - Complete	Agape - Semrush Tech Issues	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	11 Apr 2023 12:15 PM	11 Apr 2023 12:45 PM	00:30	0.5
Joms Alboroto	Social Media Essential Paid Ads Plan (20 hr) - Complete	9:00 AM - 10:30AM [Mamathrive] - ads optimization facebook -Increase audience size -created report for MMT -create a new strategy proposal for facebook instant form -short meeting with carolyn regarding strategy	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	11 Apr 2023 09:00 AM	11 Apr 2023 10:30 AM	01:30	1.5
Alma Puente	Social Media Management Essential Plan (10 hrs) - Complete	Mama Thrive social media management tasks	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	10 Apr 2023 01:30 PM	10 Apr 2023 02:00 PM	00:30	0.5
Patrick Zeus Ra	Ad Hoc Task - Complete	Fix MT Brochure Printing folder - https://drive.google.com/drive/folders/1dVUgSaGHOqwWOfCXEbuxkZ4TiYUC1Rtx?usp=share_link Updates on spanish version - https://drive.google.com/drive/folders/1fIVzSgAmKWbOc4JeOiMhj3l-HUCxl7F9?usp=share_link MT Postcards - https://www.canva.com/design/DAFftYcB6ws/P2wHinz4itXm-NQcXhVeEg/edit?utm_content=DAFftYcB6ws&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	10 Apr 2023 10:00 AM	10 Apr 2023 12:45 PM	02:45	2.7
Joms Alboroto	Social Media Essential Paid Ads Plan (20 hr) - Complete	9:30 AM - 10:30AM [Mamathrive] - ads optimization facebook -Meta support for the business manager access -turnoff ads that are not performing -waiting for the approval of new set of creatives	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	10 Apr 2023 09:30 AM	10 Apr 2023 10:30 AM	01:00	1
Alex Moronta	Website Managment (12hrs) - Complete	check the cause double entry in facebook ads create a twilio fax send and receive	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	09 Apr 2023 04:00 PM	09 Apr 2023 04:30 PM	00:30	0.5
Alex Moronta	Website Managment (12hrs) - Complete	Change Contact Form and Create Partnership Page	#81 - General Projects: MamaThrive.org (92hr,25r) -	07 Apr 2023 09:00	07 Apr 2023 09:45	00:45	0.7

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (d)
Alex Moronta	Website Managment (12hrs) - Complete	make it so people can only choose one option on all referral sources and make the "other" a conditional choice so when they choose it opens up a separate field where the ad data and it populates the other colum in Spreadsheets	Agapefamilyhealth.org #81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	PM 07 Apr 2023 08:00	PM 07 Apr 2023 09:00	01:00	1
Jacob Hakimian	Ad Hoc Task - Complete	Google Ads/Conversions Finished	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	07 Apr 2023 02:00 PM	07 Apr 2023 05:00 PM	03:00	3
Jacob Hakimian	Website Managment (12hrs) - Complete	Bought all Twilio Phone Numbers for Landing Pages and Added to Landing Pages	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	07 Apr 2023 01:30 PM	07 Apr 2023 02:50 PM	01:20	1.3
Joms Alboroto	Social Media Essential Paid Ads Plan (20 hr) - Complete	9:00 AM - 10:15AM [Mamathrive] - data/metrics analysis on facebook ads - filed another case to facebook regarding business manager access -event set-up -add more detailed targeting in prospecting campaigns	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	07 Apr 2023 09:00 AM	07 Apr 2023 10:15 AM	01:15	1.2
Alex Moronta	Website Managment (12hrs) - Complete	duplicate landing page and gravity form to ascension	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	06 Apr 2023 08:00 PM	06 Apr 2023 08:30 PM	00:30	0.5
Patrick Zeus Ra	Social Media Essential Paid Ads Plan (20 hr) - Complete	changes the images from accuhealth - https://www.canva.com/design/DAFerzgEppl/MMR_4BDMSdBjsd4GSNuqaA/edit?utm_content=DAFerzgEppl&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	06 Apr 2023 11:30 AM	06 Apr 2023 12:45 PM	01:15	1.2
Jacob Hakimian	Ad Hoc Task - Complete	Made duplicates and copies for Google Ads Landing Pages and copied Surveys for Google and Edited Google Ads and Google Ads Conversions	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	06 Apr 2023 11:00 AM	06 Apr 2023 05:00 PM	06:00	6
Patrick Zeus Ra	Ad Hoc Task - Complete	Brochure edits - https://drive.google.com/drive/folders/1YkOhrFfadPglaFRvQLzsxsbyeadNStSL?usp=share_link	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	06 Apr 2023 09:40 AM	06 Apr 2023 11:30 AM	01:50	1.8

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Joms Alboroto	Social Media Essential Paid Ads Plan (20 hr) - Complete	9:00 AM - 10:00AM [Mamathrive] - data/metrics analysis on facebook ads - Work with Patrick on creatives (Free stuff) - add another interest on detailed targeting for active campaigns	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	06 Apr 2023 09:00 AM	06 Apr 2023 10:00 AM	01:00	1
Alma Puente	Social Media Management Essential Plan (10 hrs) - Complete	Mama Thrive social media and community management tasks	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	05 Apr 2023 01:15 PM	05 Apr 2023 02:30 PM	01:15	1.2
Joms Alboroto	Meetings with Client - Complete	10:00-10:45AM [Agape] Weekly Meeting	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	05 Apr 2023 12:50 PM	05 Apr 2023 01:35 PM	00:45	0.7
Joms Alboroto	Social Media Essential Paid Ads Plan (20 hr) - Complete	10:45-11:30 [Mamathrive] -unscheduled meeting with google account manager for our ads optimization -adjust ads bidding objective for display and search campaigns	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	05 Apr 2023 12:50 PM	05 Apr 2023 01:35 PM	00:45	0.7
Joms Alboroto	Social Media Essential Paid Ads Plan (20 hr) - Complete	9:00 AM - 10:00AM [Mamathrive] - ads optimization (google and facebook) -BM troubleshooting -Created weekly reports	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	05 Apr 2023 12:34 PM	05 Apr 2023 01:34 PM	01:00	1
Jacob Hakimian	Ad Hoc Task - Complete	Edited Google Ads	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	05 Apr 2023 12:00 PM	05 Apr 2023 05:00 PM	05:00	5
Muhammad Shahid	CRM Management Starter Plan (8 hrs) - Complete	- Work on life cycle options to trigger email using predefined email templates. - Tested email templates by sending emails upon life cycle options change.	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	05 Apr 2023 11:15 AM	05 Apr 2023 03:10 PM	03:55	3.9
May Alvarez	Meetings with Client - Complete	Mama Thrive Meeting Assign Mama Thrive tasks to team	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	05 Apr 2023 10:00 AM	05 Apr 2023 10:25 AM	00:25	0.4
Muhammad	Meetings		#81 - General	05	05	01:15	1.2

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Shahid	with Client - Complete		Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	Apr 2023 10:00 AM	Apr 2023 11:15 AM		
Alex Moronta	Website Managment (12hrs) - Complete	Integration with outlook calendar: gpm@agapefamilyhealth.org when admin creates an event or a user request an appointment on mamathrive or agapefamilyhealth it creates an event in outlook	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	04 Apr 2023 07:00 PM	04 Apr 2023 10:00 PM	03:00	3
Alma Puente	Social Media Management Essential Plan (10 hrs) - Complete	Mama Thrive social media, community engagement and project follow up tasks	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	04 Apr 2023 02:00 PM	04 Apr 2023 03:00 PM	01:00	1
Alma Puente	Social Media Management Essential Plan (10 hrs) - Complete	Mama Thrive project tasks	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	04 Apr 2023 11:30 AM	04 Apr 2023 11:45 AM	00:15	0.2
Joms Alboroto	Social Media Essential Paid Ads Plan (20 hr) - Complete	10:30 AM - 11:30AM [Mamathrive] - ads optimization (google and facebook) -Coordination with agape for the document needed -monitor leads spreadsheet	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	04 Apr 2023 10:30 AM	04 Apr 2023 11:30 AM	01:00	1
Patrick Zeus Ra	Social Media Essential Paid Ads Plan (20 hr) - Complete	Social media ads - https://www.canva.com/design/DAFemXtZro8/LV_H7vmDzRpU2Y9IWPVS4Q/watch?utm_content=DAFemXtZro8&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	04 Apr 2023 09:30 AM	04 Apr 2023 10:00 AM	00:30	0.5
May Alvarez	Ad Hoc Task - Complete	Send Email to Mama Thrive Regarding Brochure Edits	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	03 Apr 2023 02:45 PM	03 Apr 2023 03:00 PM	00:15	0.2
May Alvarez	Meetings with GP Team - Complete	Mama Thrive Community Engagement Meeting with Carolyn and Alma	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	03 Apr 2023 12:30 PM	03 Apr 2023 01:00 PM	00:30	0.5
Muhammad Shahid	CRM Management	- Check why 6 forms are not populating Mama Thrive CRM with - fix by Tuesday before our next meeting	#81 - General Projects:	03 Apr	03 Apr	03:10	3.1

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (d)
	Starter Plan (8 hrs) - Complete		MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	2023 12:00 PM	2023 03:10 PM		
Jacob Hakimian	Ad Hoc Task - Complete	#14312 - Registration Enrollments not uploading?? Ticket was reviewed and completed by me.	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	03 Apr 2023 12:00 PM	03 Apr 2023 02:00 PM	02:00	2
May Alvarez	Meetings with GP Team - Complete	Meet with Patrick regarding Mama Thrive Logo Edits	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	03 Apr 2023 11:40 AM	03 Apr 2023 11:55 AM	00:15	0.2
Alex Moronta	Website Managment (12hrs) - Complete	Duplicate way-free-clinic to Creole Registration Form	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	03 Apr 2023 11:00 AM	03 Apr 2023 11:35 AM	00:35	0.5
Patrick Zeus Ra	Social Media Essential Paid Ads Plan (20 hr) - Complete	https://www.canva.com/design/DAFerzgEppl/MMR_4BDMSdBjsd4GSNuqaA/edit?utm_content=DAFerzgEppl&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton https://www.canva.com/design/DAFey2XC2tk/suQ6aJCYAAr38GQns7qcoA/edit?utm_content=DAFey2XC2tk&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton https://www.canva.com/design/DAFemXtZro8/LV_H7vmDzRpU2Y9IWPVS4Q/watch?utm_content=DAFemXtZro8&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton https://drive.google.com/drive/folders/1Wdn1-uYD3o5euJt0OLcZquZ7aqePP3zT?usp=share_link	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	03 Apr 2023 11:00 AM	03 Apr 2023 12:45 PM	01:45	1.7
Joms Alboroto	Social Media Essential Paid Ads Plan (20 hr) - Complete	10 AM - 11:00AM [Mamathrive] - ads optimization (google and facebook) -Email finance regarding the document needed -added interest in facebook detailed targeting -check leads form -work with Patrick for the new creatives	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	03 Apr 2023 10:00 AM	03 Apr 2023 11:00 AM	01:00	1
Patrick Zeus Ra	Ad Hoc Task - Complete	brochure edit - https://drive.google.com/drive/folders/1X7Uuid6t446Cv7xoNfi6XHDL3wUnHHWE?usp=share_link	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	03 Apr 2023 10:00 AM	03 Apr 2023 11:00 AM	01:00	1
Alex Moronta	Website Managment (12hrs) - Complete	mamathrive Audit all Gravity Forms, Make Sure the registrations and lead forms are going to Google Spreadsheet mamathrive update leads zap integration	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	02 Apr 2023 09:38 PM	03 Apr 2023 12:08 AM	02:30	2.5

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (d)
Alex Moronta	Website Managment (12hrs) - Complete	mamathrive Duplicate way-free-clinic to Creole Registration Form mamathrive Add pending data to Mama Thrive Program Registrations spreadsheets	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	02 Apr 2023 09:33 PM	03 Apr 2023 12:08 AM	02:35	2.5
Patrick Zeus Ra	Social Media Essential Paid Ads Plan (20 hr) - Complete	2 images for social media ads - still waiting for the freebies images - https://www.canva.com/design/DAFerzgEppl/MMR_4BDMSdBjsd4GSNuqaA/edit?utm_content=DAFerzgEppl&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton 1 gif for social media ads - https://www.canva.com/design/DAFey2XC2tk/suQ6aJCYAAr38GQns7qcoA/edit?utm_content=DAFey2XC2tk&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton 1 medical authority angle for social media ads	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	02 Apr 2023 03:30 PM	02 Apr 2023 05:30 PM	02:00	2
Patrick Zeus Ra	Social Media Essential Paid Ads Plan (20 hr) - Complete	Social Media Ads - https://www.canva.com/design/DAFerzgEppl/MMR_4BDMSdBjsd4GSNuqaA/edit?utm_content=DAFerzgEppl&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	02 Apr 2023 10:00 AM	02 Apr 2023 12:30 PM	02:30	2.5
May Alvarez	Ad Hoc Task - Complete	Operations Tasks - Meet Alma regarding Mama Thrive projects - Follow up on team regarding Mama Thrive updates - Follow up to Mama Thrive regarding images and testimonials request - Talk to Claudette about Baby Expo Event details	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	31 Mar 2023 02:00 PM	31 Mar 2023 03:00 PM	01:00	1
Joms Alboroto	Social Media Essential Paid Ads Plan (20 hr) - Complete	8:30AM - 9:30AM [Mamathrive] - ads optimization (google and facebook) -BM troubleshooting -add negative keywords -monitor spreadsheet for the leads. -added new targeting in interest for 2 campaigns	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	31 Mar 2023 11:21 AM	31 Mar 2023 12:21 PM	01:00	1
Joms Alboroto	Social Media Essential Paid Ads Plan (20 hr) - Complete	8:15 AM - 10:30AM [Mamathrive] - ads optimization (google and facebook) -Events manager set-up -Create Leads List from the spreadsheet -Create LLA 1%-6% -run campaign with leads list LLA 1%-4% -scale campaigns -meeting with Patrick for "freebies" content	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	30 Mar 2023 10:05 AM	30 Mar 2023 12:20 PM	02:15	2.2
Alex Moronta	CRM Management Starter Plan (8 hrs) - Complete	adjust the Breastfeeding events to the 3rd Wednesday of every month event app to sync with agapefamilyhealth and allow users to publish	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	29 Mar 2023 09:28 PM	29 Mar 2023 11:58 PM	02:30	2.5
May Alvarez	Social Media Management	- Email Mama Thrive the revised brochure - Ask for testimonials from Mama Thrive	#81 - General Projects:	29 Mar	29 Mar	00:30	0.5

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (d)
	Essential Plan (10 hrs) - Complete		MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	2023 02:30 PM	2023 03:00 PM		
Joms Alboroto	Meetings with Client - Complete	10-11AM [Agape] Weekly meeting	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	29 Mar 2023 12:32 PM	29 Mar 2023 01:32 PM	01:00	1
Joms Alboroto	Social Media Essential Paid Ads Plan (20 hr) - Complete	9 AM - 10AM [Mamathrive] - ads optimization (google and facebook) -BM troubleshooting -Launch new ad sets in prospecting campaigns -scale vertically	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	29 Mar 2023 12:32 PM	29 Mar 2023 01:32 PM	01:00	1
Patrick Zeus Ra	Social Media Management Essential Plan (10 hrs) - Complete	English Brochure Edits -https://drive.google.com/drive/folders/1W5pDuwHcN-TuGxBiQmg8wRbLW-bbz80Y?usp=share_link	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	29 Mar 2023 12:00 PM	29 Mar 2023 01:15 PM	01:15	1.2
May Alvarez	Meetings with GP Team - Complete	- Meet with Carolyn and Irish for MT Lead Meeting and Content Realignment - Meet with Patrick to Discuss Mama Thrive Logo Changes	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	29 Mar 2023 11:10 AM	29 Mar 2023 12:00 PM	00:50	0.8
May Alvarez	Meetings with Client - Complete		#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	29 Mar 2023 10:00 AM	29 Mar 2023 11:00 AM	01:00	1
May Alvarez	Meetings with Client - Complete	Meeting with Mama Thrive	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	29 Mar 2023 10:00 AM	29 Mar 2023 11:10 AM	01:10	1.1
Muhammad Shahid	Meetings with Client - Complete		#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	29 Mar 2023 10:00 AM	29 Mar 2023 11:10 AM	01:10	1.1
Jenalyn Aquinde	Meetings with Client - Complete	- Completed Meeting with Mama Thrive	#81 - General Projects: MamaThrive.org	29 Mar 2023	29 Mar 2023	01:05	1.0

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (d)
			(92hr,25r) - Agapefamilyhealth.org	10:00 AM	11:05 AM		
May Alvarez	Meetings with GP Team - Complete	Operations Tasks - Check Mama Thrive Projects and Tasks - Watch Mama Thrive Video Meeting Last March 22 - Check Mama Thrive's Requests on the Website	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	29 Mar 2023 08:45 AM	29 Mar 2023 10:00 AM	01:15	1.2
Jacob Hakimian	Ad Hoc Task - Complete	- Prepare progress Invoice - Meeting w/ Jack	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	28 Mar 2023 01:58 PM	28 Mar 2023 03:30 PM	01:32	1.5
Joms Alboroto	Social Media Essential Paid Ads Plan (20 hr) - Complete	11:30-12 [Mamathrive] -Meeting with google ads account representative -scheduled another call for tomorrow with technical support for troubleshooting of conversion -note: this is free of charge as we were selected account to have this service	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	28 Mar 2023 12:17 PM	28 Mar 2023 12:47 PM	00:30	0.5
May Alvarez	Meetings with GP Team - Complete	Meet and work with Michael on Mama Thrive Tasks - Send follow up emails to Agape - Clarify status of tasks with production team - Clarify new logo requested from Agape and send to client for feedback	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	28 Mar 2023 12:00 PM	28 Mar 2023 01:00 PM	01:00	1
Joms Alboroto	Social Media Essential Paid Ads Plan (20 hr) - Complete	8:15 AM - 9:15 AM [Mamathrive] - ads optimization (google and facebook) -BM troubleshooting -increase budget for diseases campaign -move the google ads campaign to optimize conversion from optimize clicks	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	28 Mar 2023 11:51 AM	28 Mar 2023 12:51 PM	01:00	1
Patrick Zeus Ra	Social Media Essential Paid Ads Plan (20 hr) - Complete	Flyer - https://drive.google.com/drive/folders/1W5pDuwHcN-TuGxBiQmg8wRbLW-bbz80Y?usp=share_link	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	28 Mar 2023 10:00 AM	28 Mar 2023 11:30 AM	01:30	1.5
Patrick Zeus Ra	Social Media Essential Paid Ads Plan (20 hr) - Complete	Social Media Ads Research + Meeting with Joms for the Social Media Ads	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	28 Mar 2023 09:15 AM	28 Mar 2023 10:15 AM	01:00	1
Joms Alboroto	Social Media Essential Paid Ads Plan (20 hr) -	8:15 AM - 9:30 AM [Mamathrive] - ads optimization (google and facebook) -BM troubleshooting -Monday report	#81 - General Projects: MamaThrive.org (92hr,25r) -	27 Mar 2023 01:25	27 Mar 2023 02:40	01:15	1.2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (d)
	Complete		Agapefamilyhealth.org	PM	PM		
May Alvarez	Meetings with Client - Complete	Prepare for Mama Thrive Meeting and Meet with Leads and Toni and Send Email to Leila	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	27 Mar 2023 01:00 PM	27 Mar 2023 01:45 PM	00:45	0.7
Jacob Hakimian	Ad Hoc Task - Complete	- Prepare and double-check timelog reports for Agape	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	27 Mar 2023 12:10 PM	27 Mar 2023 01:10 PM	01:00	1
Muhammad Shahid	CRM Management Starter Plan (8 hrs) - Complete	- Have to add extra column for state id and chart #. - Import sheet provided from Zack - Work on a formula to create a unique ID - Please check website and mobile view if the emails will appear like this when sent	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	27 Mar 2023 12:00 PM	27 Mar 2023 03:10 PM	03:10	3.1
Muhammad Salman	SEO Basic Tehnical Plan (4 hr) - Complete	Structure Data Issues - Duplicate Meta Issues https://docs.google.com/document/d/1TIdYoCuv5FuC_NNxCrYDR0EzL14dROcvu6b7OQZKZNo/edit	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	27 Mar 2023 10:15 AM	27 Mar 2023 11:00 AM	00:45	0.7
Patrick Zeus Ra	Social Media Management Essential Plan (10 hrs) - Complete	Mamathrive March creatives - https://www.canva.com/design/DAFelUkl2ZE/mF3ELc-oL2aX_sJRExXNQA/edit?utm_content=DAFelUkl2ZE&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	27 Mar 2023 08:30 AM	27 Mar 2023 09:45 AM	01:15	1.2
						Total Logged Time: 163:42	Total Logged Time: 163:42