## Period (07-15-2023 - 08-14-2023) - All Staff MembersJenalyn Aquinde

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Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Jack Hakimian	CRM STARTER (8 Hrs) - In Progress	Work on V Tiger CRM	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	14 Aug 2023 09:00 AM	14 Aug 2023 01:00 PM	04:00	4
Jack Hakimian	Client Meetings (2 hrs) - In Progress	RDS Team Ideation Meeting	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	09 Aug 2023 02:00 PM	09 Aug 2023 02:30 PM	00:30	0.5
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS & Orlando Copier GEO Based Keywords] - Website Growth - Backlinks - Continue Google Search Console Indexing Issues -https://docs.google.com/spreadsheets/ d/1EeORRLH0eYBJYkj0J82qJ4Sji18X7_Nrqp9eaT5I4Ec/ edit#gid=699766201	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	08 Aug 2023 10:15 AM	08 Aug 2023 11:15 AM	01:00	1
Alex Moronta	WEBSITE MANAGEMENT   Mysites.guru updates (12 hrs) - Complete	Twilio Call History add time and sort	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	07 Aug 2023 04:00 PM	07 Aug 2023 05:00 PM	01:00	1
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS & Orlando Copier GEO Based Keywords] - Website Growth - Backlinks - Continue Google Search Console Indexing Issues https://docs.google.com/spreadsheets/ d/1EeORRLH0eYBJYkj0J82qJ4Sji18X7_Nrqp9eaT5I4Ec/ edit#gid=699766201	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	07 Aug 2023 10:15 AM	07 Aug 2023 12:00 PM	01:45	1.75
Alex Moronta	WEBSITE MANAGEMENT   Mysites.guru updates (12 hrs) - Complete	Twilio Call History	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	04 Aug 2023 09:00 PM	04 Aug 2023 11:00 PM	02:00	2
Jack Hakimian	Client Meetings (2 hrs) - In Progress	RDS Team Ideation Meeting	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	04 Aug 2023 02:00 PM	04 Aug 2023 02:30 PM	00:30	0.5
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by	[RDS & Orlando Copier GEO Based Keywords] - Technical SEO - Screamingfrog	#462 - General Projects:	04 Aug 2023	04 Aug 2023	01:00	1

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
	20th (10 hrs) - In Progress	- Website Growth - Backlinks - Continue Google Search Console Indexing Issues https://docs.google.com/spreadsheets/ d/1EeORRLHOeYBJYkjOJ82qJ4Sji18X7_Nrqp9eaT5I4Ec/ edit#gid=699766201	RDSTeam.com (60hr,15r) - RDS Team	10:15 AM	11:15 AM		
Alex Moronta	WEBSITE MANAGEMENT   Mysites.guru updates (12 hrs) - Complete	Twilio Call History	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	03 Aug 2023 12:00 PM	03 Aug 2023 01:00 PM	01:00	1
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS & Orlando Copier GEO Based Keywords] - Website Growth - Backlinks - Continue Google Search Console Indexing Issues https://docs.google.com/spreadsheets/ d/1EeORRLHOeYBJYkjOJ82qJ4Sji18X7_Nrqp9eaT5I4Ec/ edit#gid=699766201	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	03 Aug 2023 10:15 AM	03 Aug 2023 11:15 AM	01:00	1
Alex Moronta	WEBSITE MANAGEMENT   Mysites.guru updates (12 hrs) - Complete	working twilio notifications	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	02 Aug 2023 05:00 PM	02 Aug 2023 06:00 PM	01:00	1
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS & Orlando Copier GEO Based Keywords] - Website Growth - Backlinks - Guest-Post - Social Bookmarking - Web2.0 - Article Submission - Image Sharing - Profile Creation Business Listing - Question Answer - PDF Sharing - Forums - Social Sharing - Continue Google Search Console Indexing Issues -https://docs.google.com/spreadsheets/ d/1EeORRLHOeYBJYkjOJ82qJ4Sji18X7_Nrqp9eaT5I4Ec/ edit#gid=699766201	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	02 Aug 2023 10:15 AM	02 Aug 2023 11:15 AM	01:00	1
Alex Moronta	WEBSITE MANAGEMENT   Mysites.guru updates (12 hrs) - Complete	working twilio notifications	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	01 Aug 2023 02:00 PM	01 Aug 2023 03:00 PM	01:00	1
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS & Orlando Copier GEO Based Keywords] - Website Growth - Backlinks - Guest Post - Social Bookmarking - Web2.0 - Article Submission - Image Sharing - Profile Creation	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	01 Aug 2023 10:15 AM	01 Aug 2023 11:15 AM	01:00	1

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
		Business Listing - Question Answer - PDF Sharing - Forums - Social Sharing - Continue Google Search Console Indexing Issues - Continue from 800+ Pages -https://docs.google.com/spreadsheets/ d/1EeORRLHOeYBJYkjOJ82qJ4Sji18X7_Nrqp9eaT5I4Ec/ edit#gid=699766201					
Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS & Orlando Copier GEO Based Keywords] - Website Growth - Backlinks - Guest Post - Social Bookmarking - Web2.0 - Article Submission - Image Sharing - Profile Creation Business Listing - Question Answer - PDF Sharing - Forums - Social Sharing - Continue Google Search Console Indexing Issues - Continue from 800+ Pages -https://docs.google.com/spreadsheets/ d/1EeORRLHOeYBJYkjOJ82qJ4Sji18X7_Nrqp9eaT5I4Ec/ edit#gid=699766201	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	31 Jul 2023 11:45 AM	31 Jul 2023 12:45 PM	01:00	1
Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS & Orlando Copier GEO Based Keywords] - Website Growth - Backlinks - Continue Google Search Console Indexing Issues - Continue from 600+ Pages https://docs.google.com/spreadsheets/ d/1EeORRLHOeYBJYkjOJ82qJ4Sji18X7_Nrqp9eaT5I4Ec/ edit#gid=699766201	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	28 Jul 2023 10:15 AM	28 Jul 2023 12:15 PM	02:00	2
Jacob Hakimian	Google Ads Management / Report on 15th / 20 Minute Meeting By 20th To Discuss (5 hrs) - Complete		#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	27 Jul 2023 03:00 PM	27 Jul 2023 04:00 PM	01:00	1
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	<ul> <li>Make the new website live</li> <li>Mass edited links</li> <li>Updated the new main header and footer</li> <li>Audit pages and fixed links that causing 404</li> </ul>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	27 Jul 2023 12:50 PM	27 Jul 2023 03:20 PM	02:30	2.5
May Alvarez	Operations Task (10hrs) - Complete	> RDS Operations - work on the new website audit and contact gustavo to set it live	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	27 Jul 2023 12:00 PM	27 Jul 2023 01:00 PM	01:00	1

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	- Fixed form styles - Fixed some links and layout	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	27 Jul 2023 11:30 AM	27 Jul 2023 12:15 PM	00:45	0.75
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS & Orlando GEO Based Keywords] - Website Growth - Backlinks - Continue Google Search Console Indexing Issues https://docs.google.com/spreadsheets/ d/1EeORRLHOeYBJYkjOJ82qJ4Sji18X7_Nrqp9eaT5I4Ec/ edit#gid=699766201 https://docs.google.com/spreadsheets/ d/1062ojmLgb5oxIBBxwCb1GSFcJwIwFEYn/edit#gid=654221709	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	27 Jul 2023 10:15 AM	27 Jul 2023 12:15 PM	02:00	2
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	- Add sales lead form for featured plans - Get Quote redirects to sales request quote form	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	27 Jul 2023 09:20 AM	27 Jul 2023 09:50 AM	00:30	0.5
Alex Moronta	RDS Special Website Update - IT & Docuware - In Progress	Send daily emails twilio	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	26 Jul 2023 06:00 PM	26 Jul 2023 10:00 PM	04:00	4
Jacob Hakimian	Google Ads Management / Report on 15th / 20 Minute Meeting By 20th To Discuss (5 hrs) - Complete		#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	26 Jul 2023 05:30 PM	26 Jul 2023 06:00 PM	00:30	0.5
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	- Updates https://docs.google.com/document/ d/10TRo6MplSYzkq4Wh-9jfGgueE4HQk9CDSPY0U0ja4/ edit#heading=h.tqct3zfwpqcj	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	26 Jul 2023 03:00 PM	26 Jul 2023 03:45 PM	00:45	0.75
May Alvarez	RDS Special Website Update - IT & Docuware - In Progress	RDS Website Tasks - https://docs.google.com/document/d/10TRo6MplSYzkq4Wh-9jfGgueE4HQk9CDSPY0U0ja4/edit?usp=sharing	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	26 Jul 2023 01:00 PM	26 Jul 2023 02:40 PM	01:40	1.67
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by	[RDS & Orlando GEO Based Keywords] - Website Growth	#462 - General Projects:	26 Jul 2023	26 Jul 2023	02:00	2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
	20th (10 hrs) - In Progress	- Backlinks - Google Search Console Indexing Issues https://docs.google.com/spreadsheets/ d/1EeORRLHOeYBJYkjOJ82qJ4Sji18X7_Nrqp9eaT5I4Ec/ edit#gid=699766201	RDSTeam.com (60hr,15r) - RDS Team	10:15 AM	12:15 PM		
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	- Audited pages for button links - Fixed phone number (all pages applied with phone number)	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	26 Jul 2023 08:30 AM	26 Jul 2023 11:15 AM	02:45	2.75
Alex Moronta	RDS Special Website Update - IT & Docuware - In Progress	CSV record for this to number: +18889774487	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	25 Jul 2023 11:00 AM	25 Jul 2023 03:00 PM	04:00	4
May Alvarez	Operations Task (10hrs) - Complete	> RDS Website Tasks - Check new updates - Verify new changes applied	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	25 Jul 2023 10:40 AM	25 Jul 2023 11:00 AM	00:20	0.33
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS & Orlando GEO Based Keywords] - Website Growth - Guest Post - Social Bookmarking - Web2.0 - Article Submission - Image Sharing - Profile Creation Business Listing - Question Answer - PDF Sharing - Forums - Social Sharing Review website Sitemap - GSC Issues & Technical - 129 Pages https://docs.google.com/spreadsheets/ d/1EeORRLHOeYBJYkjOJ82qJ4Sji18X7_Nrqp9eaT5I4Ec/ edit#gid=699766201	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	25 Jul 2023 10:15 AM	25 Jul 2023 11:15 AM	01:00	1
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	<ul> <li>Applied Website updates https://docs.google.com/document/d/1kKOiuzI5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit</li> <li>Audited pages and added CTA</li> </ul>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	25 Jul 2023 09:30 AM	25 Jul 2023 12:30 PM	03:00	3
Jacob Hakimian	Google Ads Management / Report on 15th / 20 Minute Meeting By 20th To Discuss (5 hrs) - Complete		#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	24 Jul 2023 03:00 PM	24 Jul 2023 04:00 PM	01:00	1
Muhammad	SEO Technical / Report by	[RDS & Orlando GEO Based Keywords]	#462 - General	24 Jul	24 Jul	01:00	1

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Salman	15th / Meet with client by 20th (10 hrs) - In Progress	- Website Growth - Guest Post - Social Bookmarking - Web2.0 - Article Submission - Image Sharing - Profile Creation Business Listing - Question Answer - PDF Sharing - Forums - Social Sharing - Technical Issues	Projects: RDSTeam.com (60hr,15r) - RDS Team	2023 10:15 AM	2023 11:15 AM		
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	- Minor updates	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	21 Jul 2023 12:00 PM	21 Jul 2023 01:00 PM	01:00	1
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS & Orlando GEO Based Keywords] Website Growth Guest Post - Social Bookmarking - Web2.0 - Article Submission - Image Sharing - Profile Creation Business Listing - Question Answer - PDF Sharing - Forums - Social Sharing	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	21 Jul 2023 10:15 AM	21 Jul 2023 11:15 AM	01:00	1
May Alvarez	Operations Task (10hrs) - Complete	<ul> <li>&gt; RDS Website Tasks</li> <li>- Check DNS email and Server Ops chat</li> <li>- Audit website for Fort Lauderdalle Address</li> <li>- Search for Canon's Large Format Systems How-To</li> </ul>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	21 Jul 2023 09:00 AM	21 Jul 2023 10:00 AM	01:00	1
Jacob Hakimian	Google Ads Management / Report on 15th / 20 Minute Meeting By 20th To Discuss (5 hrs) - Complete		#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	20 Jul 2023 12:00 PM	20 Jul 2023 01:00 PM	01:00	1
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS & Orlando GEO Based Keywords] Website Growth Guest Post - Social Bookmarking - Web2.0 - Article Submission - Image Sharing - Profile Creation Business Listing - Question Answer - PDF Sharing - Forums - Social Sharing	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	20 Jul 2023 10:15 AM	20 Jul 2023 11:15 AM	01:00	1
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS & Orlando GEO Based Keywords] Website Growth Technical Issues Guest Post - Social Bookmarking - Web2.0 - Article Submission - Image Sharing - Profile Creation Business Listing - Question Answer - PDF Sharing - Forums - Social Sharing https://docs.google.com/spreadsheets/ d/1062ojmLgb5oxIBBxwCb1GSFcJwIwFEYn/edit#gid=654221709	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	19 Jul 2023 11:15 AM	19 Jul 2023 12:15 PM	01:00	1

Staff	Task	Note	Related	Start	End	Time (h)	Time
Member				Time	Time		(decimal)
		https://docs.google.com/spreadsheets/ d/1NkyZbLJpvx9rT3zTf5hETkgfu9E4Anqq/edit#gid=1391725937					
May Alvarez	Client Meetings (2 hrs) - In Progress	RDS Meeting - website updates and presentation	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	19 Jul 2023 10:00 AM	19 Jul 2023 11:00 AM	01:00	1
May Alvarez	Operations Task (10hrs) - Complete	Prepare for RDS Meeting  - Ask team of updates re: website  - check website edits  - make sure website document guide is updated: https://docs.google.com/document/d/1kK0iuzI5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit#heading=h.fkj4cz3qokgr	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	19 Jul 2023 09:30 AM	19 Jul 2023 10:00 AM	00:30	0.5
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS] Keyword Ranking Report https://docs.google.com/spreadsheets/ d/1062ojmLgb5oxIBBxwCb1GSFcJwIwFEYn/edit#gid=654221709	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	19 Jul 2023 09:15 AM	19 Jul 2023 10:15 AM	01:00	1
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	Completed additional contents and updates https://docs.google.com/document/d/1kK0iuzI5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	19 Jul 2023 08:30 AM	19 Jul 2023 10:20 AM	01:50	1.83
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	- Quick updates & Meeting with May + audit	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	18 Jul 2023 02:25 PM	18 Jul 2023 03:15 PM	00:50	0.83
May Alvarez	Operations Task (10hrs) - Complete	Audit RDS Website woth Michael and note revisions - https://docs.google.com/document/d/1kK0iuzI5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit#heading=h.c7efizgocixg	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	18 Jul 2023 02:25 PM	18 Jul 2023 03:15 PM	00:50	0.83
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS & Orlando GEO Based Keywords] Website Growth Technical Issues - SEMrush Guest Post - Web2.0 - Article Submission - Image Sharing - Profile Creation	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	18 Jul 2023 10:15 AM	18 Jul 2023 11:15 AM	01:00	1
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	- Completed additional contents and updates https://docs.google.com/document/d/1kK0iuzI5b9rSvz7Snvj_DnS78- xYuvs2Nknudhe9tzg/edit	#462 - General Projects: RDSTeam.com	18 Jul 2023 06:00	18 Jul 2023 12:30	06:30	6.5

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Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
			(60hr,15r) - RDS Team	AM	PM		
May Alvarez	Operations Task (10hrs) - Complete	Audit Products subpages and Solutions subpages for RDS website	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	17 Jul 2023 11:00 AM	17 Jul 2023 11:30 AM	00:30	0.5
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS & Orlando GEO Based Keywords] Website Growth Technical Issues - SEMrush Guest Post - Web2.0 - Article Submission - Image Sharing - Profile Creation	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	17 Jul 2023 10:30 AM	17 Jul 2023 12:00 PM	01:30	1.5
						Total Logged Time: 72:00	Total Logged Time: 72