

Period (06-18-2023 - 07-17-2023) - All Staff MembersJenalyn Aquinde

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Social Media Content Creation & Ad Management (5 Hrs) - In Progress	Monitor Lauderhill Social Media Posts and schedule new ones	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	17 Jul 2023 10:30 AM	17 Jul 2023 11:00 AM	00:30	0.5
May Alvarez	SEO Content Content   (8 hrs/8 Articles OnPage) - In Progress	> Lauderhill Mall Articles On-Page: <a href="https://www.lauderhillmall.net/news/celebrate-independence-day-2023-exclusive-deals-and-discounts-at-lauderhill-mall.html">https://www.lauderhillmall.net/news/celebrate-independence-day-2023-exclusive-deals-and-discounts-at-lauderhill-mall.html</a> Off-Page: <a href="https://laudhillmall.blogspot.com/2023/07/back-to-school-tips-to-prepare-your-kids.html">https://laudhillmall.blogspot.com/2023/07/back-to-school-tips-to-prepare-your-kids.html</a> Draft: <a href="https://docs.google.com/document/d/1XCSI9fkMxFBVXBoVbV2UTUfbuQ1LkPlxW3VN96nQ1oc/edit?usp=sharing">https://docs.google.com/document/d/1XCSI9fkMxFBVXBoVbV2UTUfbuQ1LkPlxW3VN96nQ1oc/edit?usp=sharing</a>	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	17 Jul 2023 09:00 AM	17 Jul 2023 10:30 AM	01:30	1.5
Michael Ocampo	WEBSITE MAINTENANCE PLAN (4 hrs) - Complete	- Updated main banner and featured shop & restaurants rotation	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	14 Jul 2023 03:00 PM	14 Jul 2023 03:30 PM	00:30	0.5
Lizzy Ogot	SEO Content Content   (8 hrs/8 Articles OnPage and 8 OffPage) - Complete	> Lauderhill Mall Article - <a href="https://www.lauderhillmall.net/news/florida-s-back-to-school-tax-holiday-a-parent-s-must-read.html">https://www.lauderhillmall.net/news/florida-s-back-to-school-tax-holiday-a-parent-s-must-read.html</a> - Create social media post for this blog - scheduled on social pilot	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	13 Jul 2023 11:00 AM	13 Jul 2023 12:00 PM	01:00	1
						Total Logged Time: 15:55	Total Logged Time: 15.92

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Operations Check Ins (2hrs) - Complete	> Lauderhill Mall Operations Tasks - Monitor social media posts and check website for updates	#117 - General Project s: LauderHillMall.net (1 8hr,16r) - Lauderhill Mall	13 Jul 2023 09:30 AM	13 Jul 2023 10:00 AM	00:30	0.5
Lizzy Ogot	SEO Content Content   (8 hrs/ 8 Articles OnPage and 8 OffPage) - Complete	> Lauderhill Mall Article - <a href="https://www.lauderhillmall.net/news/5-must-have-essentials-for-your-summer-vacation-2023.html">https://www.lauderhillmall.net/news/5-must-have-essentials-for-your-summer-vacation-2023.html</a> Saved in the backend: <a href="https://docs.google.com/document/d/1JphBFJsS22Q9SYhZS8a9PuTS5OGkR1Ubu5hZZwmbOqg/edit">https://docs.google.com/document/d/1JphBFJsS22Q9SYhZS8a9PuTS5OGkR1Ubu5hZZwmbOqg/edit</a>	#117 - General Project s: LauderHillMall.net (1 8hr,16r) - Lauderhill Mall	11 Jul 2023 12:45 PM	11 Jul 2023 01:45 PM	01:00	1
May Alvarez	Operations Check Ins (2hrs) - Complete	Lauderhill Mall Operations Tasks > Review Lauderhill Mall 4th of July Article: <a href="https://docs.google.com/document/d/15ss9odIMiVrBpYwmQ1NnuM7nBeaf9qx1gSnFG2gwINU/edit?usp=sharing">https://docs.google.com/document/d/15ss9odIMiVrBpYwmQ1NnuM7nBeaf9qx1gSnFG2gwINU/edit?usp=sharing</a> > Download videos sent by Yoram > Upload on GDrive - <a href="https://drive.google.com/drive/folders/1tCQa7FYTLaOoQKldfIQ9OB_GHraqV0ra?usp=drive_link">https://drive.google.com/drive/folders/1tCQa7FYTLaOoQKldfIQ9OB_GHraqV0ra?usp=drive_link</a> > Schedule on Social Pilot with copies - scheduled	#117 - General Project s: LauderHillMall.net (1 8hr,16r) - Lauderhill Mall	30 Jun 2023 10:40 AM	30 Jun 2023 11:10 AM	00:30	0.5
May Alvarez	Operations Check Ins (2hrs) - Complete	> Lauderhill Mall Operations Tasks - Assign tasks to team - Call Yoram and clarify about summer sales - Relay messages from Yoram	#117 - General Project s: LauderHillMall.net (1 8hr,16r) - Lauderhill Mall	30 Jun 2023 08:00 AM	30 Jun 2023 08:30 AM	00:30	0.5

Total Logged Time: 15:55

Total Logged Time: 15.92

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Social Media Content Creation & Ad Management (10 Post / 5 Hrs) - Complete	> Lauderhill Mall Operations Tasks - upload new video on google drive - assign task to Michael on new material on the website - Coordinate with Yoram on posts, video, and pop-up shop poster > Finalize and Schedule Lauderhill Mall SM Posts - Added posts 8 and 9 - <a href="https://www.canva.com/design/DAFnCSrtm9A/K0STsAwJaHAIHfpa1I5IgA/edit?utm_content=DAFnCSrtm9A&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton">https://www.canva.com/design/DAFnCSrtm9A/K0STsAwJaHAIHfpa1I5IgA/edit?utm_content=DAFnCSrtm9A&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton</a> - Scheduled post on Social Pilot - Redo July Pop-Up shop for higher quality and posting on website - <a href="https://drive.google.com/file/d/1a5Zy4fzksB_Zx2W6-Ja9vuErLATURz4T/view?usp=drive_link">https://drive.google.com/file/d/1a5Zy4fzksB_Zx2W6-Ja9vuErLATURz4T/view?usp=drive_link</a>	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	29 Jun 2023 12:50 PM	29 Jun 2023 03:00 PM	02:10	2.17
May Alvarez	Social Media Content Creation & Ad Management (10 Post / 5 Hrs) - Complete	> Continue Lauderhill Mall Social Media Creatives - <a href="https://www.canva.com/design/DAFnCSrtm9A/K0STsAwJaHAIHfpa1I5IgA/edit?utm_content=DAFnCSrtm9A&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton">https://www.canva.com/design/DAFnCSrtm9A/K0STsAwJaHAIHfpa1I5IgA/edit?utm_content=DAFnCSrtm9A&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton</a>	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	28 Jun 2023 01:30 PM	28 Jun 2023 03:00 PM	01:30	1.5
May Alvarez	Operations Check Ins (2hrs) - Complete	> Call with Yoram	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	28 Jun 2023 01:00 PM	28 Jun 2023 01:13 PM	00:13	0.22

Total Logged Time: 15:55

Total Logged Time: 15.92

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Muhammad Salman	SEO Tech (2 hrs) - Complete	[lauderhillmall] Website Technical Issues 404 Issues Brokenlink issues <a href="https://docs.google.com/spreadsheets/d/1oJ1vbVky6IO1m-Unodlb0-TMNIIsAOjD_/edit#gid=702209506">https://docs.google.com/spreadsheets/d/1oJ1vbVky6IO1m-Unodlb0-TMNIIsAOjD_/edit#gid=702209506</a> <a href="https://docs.google.com/spreadsheets/d/16p43ZT8pWi_dW0i4ELsdNZituvvTjZd2/edit#gid=714650431">https://docs.google.com/spreadsheets/d/16p43ZT8pWi_dW0i4ELsdNZituvvTjZd2/edit#gid=714650431</a>	#117 - General Project s: LauderHillMall.net (18hr,16r) - Lauderhill Mall	28 Jun 2023 09:50 AM	28 Jun 2023 10:50 AM	01:00	1
May Alvarez	Social Media Content Creation & Ad Management (10 Post / 5 Hrs) - Complete	- Social Media Creatives (Will continue remaining 3 tomorrow discussed with Yoram) - <a href="https://www.canva.com/design/DAFnCSrtm9A/K0STsAwJaHAIHfpa1I5IgA/edit?utm_content=DAFnCSrtm9A&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton">https://www.canva.com/design/DAFnCSrtm9A/K0STsAwJaHAIHfpa1I5IgA/edit?utm_content=DAFnCSrtm9A&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton</a>	#117 - General Project s: LauderHillMall.net (18hr,16r) - Lauderhill Mall	27 Jun 2023 01:00 PM	27 Jun 2023 03:00 PM	02:00	2
May Alvarez	Operations Check Ins (2hrs) - Complete	Lauderhill Mall Operations Tasks and Social Media Creatives - Update Banner Rotation Schedules: <a href="https://docs.google.com/spreadsheets/d/1EIEo8CTVeSswNrKYG7W73CgqRcdewdKK-wX38bKkgrY/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1EIEo8CTVeSswNrKYG7W73CgqRcdewdKK-wX38bKkgrY/edit?usp=sharing</a> - Gather Events for July	#117 - General Project s: LauderHillMall.net (18hr,16r) - Lauderhill Mall	27 Jun 2023 12:53 PM	27 Jun 2023 01:10 PM	00:17	0.28
						Total Logged Time: 15:55	Total Logged Time: 15.92

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Muhammad Salman	SEO Tech (2 hrs) - Complete	[lauderhillmall] Website Technical Issues 404 Issues Broken Link Issues https://docs.google.com/spreadsheets/d/1oJ1vbVky6IO1m-U nodlb0-TMNIsAOjD_/edit#gid=702209506 https://docs.google.com/spreadsheets/d/16p43ZT8pWi_dW0i4ELsdNZituvvTjZd2/edit#gid=714650431	#117 - General Project s: LauderHillMall.net (18hr,16r) - Lauderhill Mall	27 Jun 2023 09:15 AM	27 Jun 2023 11:15 AM	02:00	2
May Alvarez	Operations Check Ins (2hrs) - Complete	Lauderhill Operations Tasks - Check website for new needed banners	#117 - General Project s: LauderHillMall.net (18hr,16r) - Lauderhill Mall	26 Jun 2023 01:40 PM	26 Jun 2023 01:55 PM	00:15	0.25
Michael Ocampo	WEBSITE MAINTENANCE PLAN (4 hrs) - Complete	Updated featured shops and dining banner	#117 - General Project s: LauderHillMall.net (18hr,16r) - Lauderhill Mall	23 Jun 2023 03:30 PM	23 Jun 2023 03:45 PM	00:15	0.25
Michael Ocampo	WEBSITE MAINTENANCE PLAN (4 hrs) - Complete	Updated Main banner rotation	#117 - General Project s: LauderHillMall.net (18hr,16r) - Lauderhill Mall	20 Jun 2023 03:30 PM	20 Jun 2023 03:45 PM	00:15	0.25
						Total Logged Time: 15:55	Total Logged Time: 15.92