

Period (02-02-2023 - 03-26-2023) - All Staff MembersJenalyn Aquinde

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Marti Soroka	Initial Meeting with Premium - Complete		#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	02 Feb 2023 10:00 AM	02 Feb 2023 12:00 PM	02:00	2
Marti Soroka	Attend events, follow up on referrals/partners leads, meetings and other potential opps - Complete	Meeting with Kevin from pairpayments. They help companies reduce ccard processing fees. Met kevin at both a GTFL Chamber Event and Boca Chamber Event. He also provided some ideas of potential referrals/partners for Premium and Elbaz	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	03 Feb 2023 03:20 PM	03 Feb 2023 04:00 PM	00:40	0.67
Marti Soroka	Market Research & Strategy 2 of 2 (20hrs) - Complete	Review of PDC to see if members of any chambers or some other professional groups. Reached out to linkedin contacts to schedule meetings to review potential opportunities for premium	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	09 Feb 2023 11:50 AM	09 Feb 2023 01:00 PM	01:10	1.17
Jeremiah Hakimian	Market Research - Complete	PDC Comparative Advantages	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	09 Feb 2023 12:00 PM	09 Feb 2023 02:00 PM	02:00	2
						Total Logged Time: 310:51	Total Logged Time: 310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Marti Soroka	Market Research & Strategy 2 of 2 (20hrs) - Complete	review of mktg strategy doc and ask about breaking out the mktg strategies by categories/sections? I.e., Social Media (sub bullets F B, Instagram, etc.), Traditional Marketing (sub bullets - direct mail, print, etc.), Community Engagement and then sub bullets would be referrals, partnerships, chambers & professional groups, events, etc. there will be some overlap	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	09 Feb 2023 04:40 PM	09 Feb 2023 06:00 PM	01:20	1.33
Marti Soroka	Onboarding with Rebekah - Complete	On call - intention was to go through the various strategy areas (i.e. social, community engagement, etc.) however the call wound up being focused on social, getting passwords, etc for us and uploading documents to our public folder.	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	10 Feb 2023 11:00 AM	10 Feb 2023 12:30 PM	01:30	1.5
Jeremiah Hakimian	Market Research - Complete	PDC Comparative Advantages	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	10 Feb 2023 01:30 PM	10 Feb 2023 04:30 PM	03:00	3
Tomoni Majarucon	Market Research - Complete	11:20 AM - 12:00 PM [Premium] - market research - https://docs.google.com/document/d/1dRCp4e1rOOakIP0k0hO_8LG1qjV9nVy8sT5oD8Z0qA/edit# https://www.canva.com/design/DAFaeDbBgC8/jLCSWGNEf_b2SWC97QNYsg/edit	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	13 Feb 2023 04:00 AM	13 Feb 2023 04:40 AM	00:40	0.67
						Total Logged Time: 310:51	Total Logged Time: 310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Alma Puente	Social Media Posting Setup (2 Ohrs) - Complete	-Social media set up tasks	#427 - Setup Projects: Premiumdigitalcontrol. com (150 hrs) - Premiu m Digital Control and Automation	13 Feb 2023 1 1:20 AM	13 Feb 2023 12:40 PM	01:20	1.33
Alma Puente	Social Media Posting Setup (2 Ohrs) - Complete	-Project / social media / market research tas ks	#427 - Setup Projects: Premiumdigitalcontrol. com (150 hrs) - Premiu m Digital Control and Automation	13 Feb 2023 0 2:20 PM	13 Feb 2023 03:40 PM	01:20	1.33
Tomoni Majarucon	Market Research - Complete	9:00 AM - 10:00 AM [Premium] - market res earch - https://docs.google.com/document/ d/1dRCp4e1lrOOakIP0k0hO_8LGlqjV9nVy8s T5oD8Z0qA/edit#heading=h.i80mi96v23lg https://www.canva.com/design/DAFaeDbBg c8/jLCSWGNEf_b2SWC97QNYsg/edit 11:00 AM - 12:00 PM [Premium] - legal guidelines and prepare for briefing - https://drive.googl e.com/drive/folders/1p9UAhf4euqvXABTwBi s-fK1wEgDx8gYs 12:30 PM - 1:15 PM [Premi um] - setup phase briefings - done 1:15 PM - 1:30 PM [Premium] - organize questions and send to Rebekah - https://docs.google.com/ document/d/17NCqPxP-hBkVk5D-jT9VrXZQ nL1Stfat93fiJJgrOJU/edit	#427 - Setup Projects: Premiumdigitalcontrol. com (150 hrs) - Premiu m Digital Control and Automation	14 Feb 2023 0 3:00 AM	14 Feb 2023 06:15 AM	03:15	3.25

Total
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Time:
310:51

Total Logged Time:
310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Muhammad Salman	SEO Premium Technical (10 hrs) - Complete	PDC Marketing Research & Strategy Plan https://docs.google.com/document/d/1dRCp4e1lrOOakIP0k0hO_8LGlqjV9nVy8sT5oD8Z0qA/edit#heading=h.yh5qqqftu9jt	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	14 Feb 2023 10:15 AM	14 Feb 2023 11:45 AM	01:30	1.5
Joms Alboroto	Digital Ads Research & Strategy (15 hrs) - Complete	9:15 AM - 10:45 AM [PDC] -Market research	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	14 Feb 2023 12:16 PM	14 Feb 2023 01:46 PM	01:30	1.5
Alma Puente	Social Media Posting Setup (20 hrs) - Complete	-Social media set up tasks -Social media on boarding questions -Project and market research tasks -Meeting with team 12:30 to 1:15 -Continue working on Market research	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	14 Feb 2023 09:20 AM	14 Feb 2023 02:30 PM	05:10	5.17
Maria Vinzon	Activate all modulues - Complete	Completed help for Shahid	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	14 Feb 2023 02:00 PM	14 Feb 2023 03:30 PM	01:30	1.5
Tomoni Majarucon	Market Research - Complete	9:00 AM - 10:00 AM [Premium] - market research - https://docs.google.com/document/d/1dRCp4e1lrOOakIP0k0hO_8LGlqjV9nVy8sT5oD8Z0qA/edit#	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	15 Feb 2023 03:00 AM	15 Feb 2023 04:00 AM	01:00	1

Total Logged Time: 310.86

Total Logged Time: 310:51

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Marti Soroka	Market Research & Strategy 2 of 2 (20hrs) - Complete	Review of PDC to research/identify partners hip/referral sources & opportunities to promote PDCA	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	15 Feb 2023 11:00 AM	15 Feb 2023 11:30 AM	00:30	0.5
Muhammad Salman	SEO Premium Technical (10 hrs) - Complete	PDC Marketing Research & Strategy Plan Finalization https://docs.google.com/document/d/1dRCp4e1lrOOakIP0k0hO_8LGIqjV9nVy8sT5oD8Z0qA/edit#heading=h.yh5qqqftu9jt	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	15 Feb 2023 10:15 AM	15 Feb 2023 11:45 AM	01:30	1.5
Joms Alboroto	Digital Ads Research & Strategy (15 hrs) - Complete	10:45 AM - 11:30AM [PDC] -marketing research	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	15 Feb 2023 11:38 AM	15 Feb 2023 12:23 PM	00:45	0.75
Maria Vinzon	Upload CRM to crm.domain and extract - Complete	Completed help for Shahid	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	15 Feb 2023 02:00 PM	15 Feb 2023 03:00 PM	01:00	1
Alma Puente	Social Media Posting Setup (20hrs) - Complete	-Social media set up tasks -Social media onboarding questions -Project and market research tasks -Meeting with team 12:30 to 1:15 -Continue working on Market research	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	15 Feb 2023 03:30 PM	15 Feb 2023 06:00 PM	02:30	2.5
						Total Logged Time: 310:51	Total Logged Time: 310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Tomoni Majarucon	Market Research & Strategy 1 of 2 (20hrs) - Complete	12:30 PM - 1:00 PM [Premium] - set up phase meetings - done	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	16 Feb 2023 03:00 AM	16 Feb 2023 03:30 AM	00:30	0.5
Tomoni Majarucon	Market Research & Strategy 1 of 2 (20hrs) - Complete	11:00 AM - 12:30 PM [Premium] - market research - https://docs.google.com/document/d/1dRCp4e1lrOOakIP0k0hO_8LGljV9nVy8sT5oD8Z0qA/edit#	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	16 Feb 2023 03:00 AM	16 Feb 2023 04:30 AM	01:30	1.5
Muhammad Salman	SEO Premium Technical (10 hrs) - Complete	PDC Marketing Research & Strategy Plan Finalization https://docs.google.com/document/d/1dRCp4e1lrOOakIP0k0hO_8LGljV9nVy8sT5oD8Z0qA/edit#heading=h.yh5qqqftu9jt	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	16 Feb 2023 10:15 AM	16 Feb 2023 10:45 AM	00:30	0.5
Joms Alboroto	Digital Ads Research & Strategy (15 hrs) - Complete	10:45 AM - 11:15AM [PDC] -marketing research	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	16 Feb 2023 01:01 PM	16 Feb 2023 01:31 PM	00:30	0.5
Marti Soroka	Market Research & Strategy 2 of 2 (20hrs) - Complete	Call with Rebekah to ask about previous partner/outreach efforts.	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	16 Feb 2023 01:20 PM	16 Feb 2023 02:00 PM	00:40	0.67
						Total Logged Time: 310:51	Total Logged Time: 310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Alma Puente	Market Research & Strategy 1 of 2 (20hrs) - Complete	-Social media set up tasks -Social media on boarding questions -Project and market rese arch tasks -Meeting with team 12:30 to 1:15 -Continue working on Market research	#427 - Setup Projects: Premiumdigitalcontrol. com (150 hrs) - Premiu m Digital Control and Automation	16 Feb 2023 1 0:20 AM	16 Feb 2023 02:30 PM	04:10	4.17
Jeremiah Hakimian	Market Research - Complete	PDC Comparative Advantages Research	#427 - Setup Projects: Premiumdigitalcontrol. com (150 hrs) - Premiu m Digital Control and Automation	16 Feb 2023 0 1:31 PM	16 Feb 2023 04:18 PM	02:47	2.78
Alma Puente	Market Research & Strategy 1 of 2 (20hrs) - Complete	-Social media set up tasks -Project and mar ket research tasks	#427 - Setup Projects: Premiumdigitalcontrol. com (150 hrs) - Premiu m Digital Control and Automation	17 Feb 2023 0 1:30 PM	17 Feb 2023 03:45 PM	02:15	2.25
Tomoni Majarucon	Market Research & Strategy 1 of 2 (20hrs) - Complete	10:50 AM - 11:50 AM [Premium] - market res earch - https://docs.google.com/document/d/1dRCp4e1lOOakIP0k0hO_8LG1qjV9nVy8sT5oD8Z0qA/edit#	#427 - Setup Projects: Premiumdigitalcontrol. com (150 hrs) - Premiu m Digital Control and Automation	20 Feb 2023 0 3:00 AM	20 Feb 2023 04:00 AM	01:00	1
May Alvarez	Market Research & Strategy 1 of 2 (20hrs) - Complete	Start research on homeowners and prospect ive partners : https://docs.google.com/docu ment/d/1dRCp4e1lOOakIP0k0hO_8LG1qjV9nVy8sT5oD8Z0qA/edit#heading=h.yh5qqqftu9jt	#427 - Setup Projects: Premiumdigitalcontrol. com (150 hrs) - Premiu m Digital Control and Automation	20 Feb 2023 1 0:20 AM	20 Feb 2023 12:30 PM	02:10	2.17
						Total Logged Time: 310:51	Total Logged Time: 310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Alma Puente	Market Research & Strategy 1 of 2 (20hrs) - Complete	-Market Research and social media follow up tasks	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	20 Feb 2023 11:20 AM	20 Feb 2023 03:45 PM	04:25	4.42
May Alvarez	Market Research & Strategy 1 of 2 (20hrs) - Complete	Organize and formulate referral partnership program - https://docs.google.com/document/d/1dRCp4e1lrOOakIP0k0hO_8LGIqjV9nVy8sT5oD8Z0qA/edit#heading=h.yh5qqqftu9jt	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	21 Feb 2023 10:00 AM	21 Feb 2023 11:00 AM	01:00	1
Alma Puente	Market Research & Strategy 1 of 2 (20hrs) - Complete	-Market Research and social media tasks	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	21 Feb 2023 09:45 AM	21 Feb 2023 12:30 PM	02:45	2.75
Joms Alboroto	Market Research & Strategy 1 of 2 (20hrs) - Complete	10:30-11:30 [PDC] -Ads part on marketing strategy	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	21 Feb 2023 02:15 PM	21 Feb 2023 03:15 PM	01:00	1
Jeremiah Hakimian	Market Research - Complete	PDC Comparative Advantages Research	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	21 Feb 2023 03:10 PM	21 Feb 2023 05:17 PM	02:07	2.12

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Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Marti Soroka	Market Research & Strategy 2 of 2 (20hrs) - Complete	Updated Marketing Strategy document re: partnership & outreach opps	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	21 Feb 2023 1 0:00 PM	21 Feb 2023 11:00 PM	01:00	1
Joms Alboroto	Market Research & Strategy 1 of 2 (20hrs) - Complete	9:15 AM - 10:00 AM [PDC] -market research -google ads computation -competitor ads research	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	22 Feb 2023 1 2:52 PM	22 Feb 2023 01:37 PM	00:45	0.75
May Alvarez	Market Research & Strategy 1 of 2 (20hrs) - Complete	Continue research on newly added homeowners and partners: https://docs.google.com/document/d/1dRCp4e1lOOakIP0k0hO_8LGlqjV9nVy8sT5oD8Z0qA/edit#heading=h.yh5qqqftu9jt	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	22 Feb 2023 1 2:00 PM	22 Feb 2023 02:00 PM	02:00	2
Jeremiah Hakimian	Market Research - Complete	PDC Comparative Advantages	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	22 Feb 2023 0 3:57 PM	22 Feb 2023 06:00 PM	02:03	2.05
Tomoni Majarucon	Market Research - Complete	11:00 AM - 12:00 PM [Premium] - market research - https://docs.google.com/document/d/1dRCp4e1lOOakIP0k0hO_8LGlqjV9nVy8sT5oD8Z0qA/edit# 12:30 PM - 1:00 PM [Premium] - setup phase briefings - done	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	23 Feb 2023 0 1:00 AM	23 Feb 2023 02:30 AM	01:30	1.5
						Total Logged Time: 310:51	Total Logged Time: 310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Market Research & Strategy 1 of 2 (20hrs) - Complete	- Homeowners demographics in Florida - Geofencing target marketing https://docs.google.com/document/d/1dRCp4e1lrOOakIP0k0hO_8LG1qjV9nVy8sT5oD8Z0qA/edit#heading=h.yh5qqqftu9jt	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	23 Feb 2023 08:30 AM	23 Feb 2023 11:00 AM	02:30	2.5
Alma Puente	Market Research & Strategy 1 of 2 (20hrs) - Complete	-Market research and project follow up tasks	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	23 Feb 2023 09:30 AM	23 Feb 2023 11:00 AM	01:30	1.5
May Alvarez	Market Research & Strategy 1 of 2 (20hrs) - Complete	Add snowbirds same-sex couples demographics data https://docs.google.com/document/d/1dRCp4e1lrOOakIP0k0hO_8LG1qjV9nVy8sT5oD8Z0qA/edit#heading=h.yh5qqqftu9jt	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	23 Feb 2023 12:38 PM	23 Feb 2023 01:00 PM	00:22	0.37
Joms Alboroto	Digital Ads Research & Strategy (15 hrs) - Complete	10:15 AM - 11:00 AM [PDC] -Market research -prepare and create the custom audience fb and ig engagers -analyze existing data and strategy -account set-up	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	23 Feb 2023 12:11 PM	23 Feb 2023 01:11 PM	01:00	1
Alma Puente	Lite Branding - Complete	-Complete Market Research - Lite Branding	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	24 Feb 2023 01:00 PM	24 Feb 2023 02:00 PM	01:00	1

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Total Logged Time: 310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Jeremiah Hakimian	Market Research - Complete	PDC Comparative Advantages Final Edits	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	24 Feb 2023 03:47 PM	24 Feb 2023 06:52 PM	03:05	3.08
Tomoni Majarucon	Market Research & Strategy 1 of 2 (20hrs) - Complete	11:00 AM - 11:30 AM [Premium] - market research - https://docs.google.com/document/d/1dRCp4e1lrOOakIP0k0hO_8LGljV9nVy8sT5oD8Z0qA/edit# 2:00 PM - 2:30 PM [Premium] - website updates - done	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	27 Feb 2023 03:00 AM	27 Feb 2023 04:00 AM	01:00	1
Marti Soroka	Meetings with Client - Complete	On way (in car) to inperson mtg but got canceled/rescheduled	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	27 Feb 2023 10:00 AM	27 Feb 2023 11:00 AM	01:00	1
May Alvarez	Market Research & Strategy 1 of 2 (20hrs) - Complete	Premium Market Research - Continue on demographics and psychographic and create graphics https://www.canva.com/design/DAFbUVEyjKU/1HeCmDSAN07zoEgiAOirxQ/edit?utm_content=DAFbUVEyjKU&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	27 Feb 2023 10:00 AM	27 Feb 2023 11:30 AM	01:30	1.5
						Total Logged Time: 310:51	Total Logged Time: 310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Joms Alboroto	Market Research & Strategy 1 of 2 (20hrs) - Complete	11-11:45 [PDC] -market research	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	27 Feb 2023 12:55 PM	27 Feb 2023 01:40 PM	00:45	0.75
Alma Puente	Market Research & Strategy 1 of 2 (20hrs) - Complete	-Project tasks follow up (finish LinkedIn community engagement section)	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	27 Feb 2023 01:30 PM	27 Feb 2023 02:00 PM	00:30	0.5
May Alvarez	Meetings with GP Team - Complete	Premium Website Content Update Meeting	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	27 Feb 2023 02:00 PM	27 Feb 2023 02:35 PM	00:35	0.58
Maria Vinzon	Meetings with GP Team - Complete	Meeting	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	27 Feb 2023 02:00 PM	27 Feb 2023 02:35 PM	00:35	0.58
Tomoni Majarucon	Meetings with GP Team - Complete	12:30 PM - 1:15 PM [Premium] - setup phase briefings - done 2:00 PM - 2:30 PM [Premium] - website update - done	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	28 Feb 2023 03:00 AM	28 Feb 2023 04:15 AM	01:15	1.25

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Total Logged Time: 310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Market Research & Strategy 1 of 2 (20hrs) - Complete	Premium Market Research Strategy - Finish Demographics and Psychographics and move to adding graphics	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	28 Feb 2023 08:30 AM	28 Feb 2023 10:00 AM	01:30	1.5
May Alvarez	Meetings with GP Team - Complete	Meeting with Maria and Start working on the Website content outline	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	28 Feb 2023 11:30 AM	28 Feb 2023 12:30 PM	01:00	1
May Alvarez	Meetings with GP Team - Complete	Premium Set Up Phase Briefing	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	28 Feb 2023 12:00 PM	28 Feb 2023 12:30 PM	00:30	0.5
Joms Alboroto	Market Research & Strategy 1 of 2 (20hrs) - Complete	12:30-1PM [PDC] -Premium set-up phase briefings	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	28 Feb 2023 01:56 PM	28 Feb 2023 02:26 PM	00:30	0.5
Joms Alboroto	Market Research & Strategy 1 of 2 (20hrs) - Complete	10am-10:30 [PDC] -Final touch on market research	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	28 Feb 2023 01:56 PM	28 Feb 2023 02:26 PM	00:30	0.5

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Total Logged Time: 310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Meetings with GP Team - Complete	Premium Website Update meeting	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	28 Feb 2023 02:00 PM	28 Feb 2023 02:30 PM	00:30	0.5
Tomoni Majarucon	Meetings with GP Team - Complete	2:00 PM - 2:30 PM [Premium] - website update meeting - done	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	01 Mar 2023 03:00 AM	01 Mar 2023 03:30 AM	00:30	0.5
May Alvarez	Market Research & Strategy 1 of 2 (20hrs) - Complete	Research for data on target homeowners: https://docs.google.com/document/d/1dRCp4e1lrOOakIP0k0hO_8LG1qjV9nVy8sT5oD8Z0qA/edit?usp=sharing	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	01 Mar 2023 08:30 AM	01 Mar 2023 09:30 AM	01:00	1
May Alvarez	Meetings with GP Team - Complete	Premium Website Update meeting	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	01 Mar 2023 02:00 PM	01 Mar 2023 02:35 PM	00:35	0.58
Joms Alboroto	Facebook/Instagram Ads Account Setup - Complete	9:15-10 [PDC] -data ready and analysis from their previous campaigns -CPL benchmarking and competitor ads spying	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	01 Mar 2023 01:50 PM	01 Mar 2023 02:50 PM	01:00	1

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Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Tomoni Majarucon	Market Research & Strategy 1 of 2 (20hrs) - Complete	12:00 PM - 12:30 PM [Premium] - market research - https://docs.google.com/document/d/1dRCp4e1rOOakIP0k0hO_8LGlqjV9nVy8sT5oD8Z0qA/edit#heading=h.yh5qqqftu9jt	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	02 Mar 2023 03:00 AM	02 Mar 2023 03:30 AM	00:30	0.5
Tomoni Majarucon	Meetings with GP Team - Complete	12:30 PM - 1:30 PM [Premium] - setup phase briefings - done	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	02 Mar 2023 03:00 AM	02 Mar 2023 03:30 AM	00:30	0.5
May Alvarez	Market Research & Strategy 1 of 2 (20hrs) - Complete	Graphics for Demographics and Psychographics : https://www.canva.com/design/DAFbUVEyjKU/YBnsuNB_d59L62_aLSJsGA/view?utm_content=DAFbUVEyjKU&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	02 Mar 2023 08:30 AM	02 Mar 2023 09:15 AM	00:45	0.75
Alma Puente	Voiceover Video Project (10 hrs) - Complete	-Continue working on videos and project follow up tasks	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	02 Mar 2023 10:00 AM	02 Mar 2023 12:30 PM	02:30	2.5

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Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Market Research - Complete	Set up phase briefing	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	02 Mar 2023 12:30 PM	02 Mar 2023 01:15 PM	00:45	0.75
Alma Puente	Meetings - Complete	-Team meeting and follow up tasks	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	02 Mar 2023 12:30 PM	02 Mar 2023 01:30 PM	01:00	1
Joms Alboroto	Digital Ads Research & Strategy (15 hrs) - Complete	11:15 - 12:15 [PDC] -Complete market research -research competitor's ads -product positioning	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	02 Mar 2023 01:19 PM	02 Mar 2023 02:19 PM	01:00	1
Alma Puente	Voiceover Video Project (10 hrs) - Complete	-Continue working on videos and project follow up tasks	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	02 Mar 2023 01:30 PM	02 Mar 2023 02:30 PM	01:00	1
						Total Logged Time: 310:51	Total Logged Time: 310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Tomoni Majarucon	Market Research & Strategy 1 of 2 (20hrs) - Complete	10:15 AM - 10:30 AM [Premium] - market research - https://docs.google.com/document/d/1dRCp4e1rOOakIP0k0hO_8LGlqjV9nVy8sT5oD8Z0qA/edit# 11:00 AM - 11:45 AM [Premium] - continue market research - https://docs.google.com/document/d/1dRCp4e1rOOakIP0k0hO_8LGlqjV9nVy8sT5oD8Z0qA/edit#	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	03 Mar 2023 04:00 AM	03 Mar 2023 05:00 AM	01:00	1
Tomoni Majarucon	Meetings with GP Team - Complete	1:30 PM - 2:00 PM [Premium] - videos - done 2:00 PM - 3:20 PM [Premium] - website update - done	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	03 Mar 2023 04:00 AM	03 Mar 2023 05:40 AM	01:40	1.67
May Alvarez	Market Research & Strategy 1 of 2 (20hrs) - Complete	Revisions on Market Research Demographics: https://docs.google.com/document/d/1dRCp4e1rOOakIP0k0hO_8LGlqjV9nVy8sT5oD8Z0qA/edit?usp=sharing	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	03 Mar 2023 07:30 AM	03 Mar 2023 08:15 AM	00:45	0.75
Marti Soroka	Market Research & Strategy 2 of 2 (20hrs) - Complete	Additional research, edits made to strat doc	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	03 Mar 2023 08:30 AM	03 Mar 2023 10:15 AM	01:45	1.75

Total Logged Time: 310:51

Total Logged Time: 310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Alma Puente	Voiceover Video Project (10 hrs) - Complete	-Continue working on videos, project follow up tasks, meeting to review videos - 5 Voice-over videos https://drive.google.com/drive/folders/1e4wIQsjqu4oX78YV_NR70I6vDibRzm6b?usp=sharing	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	03 Mar 2023 1 1:00 AM	03 Mar 2023 02:00 PM	03:00	3
Alma Puente	Market Research & Strategy 1 of 2 (20hrs) - Complete	-Team meeting to review website	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	03 Mar 2023 0 2:00 PM	03 Mar 2023 02:30 PM	00:30	0.5
Joms Alboroto	Digital Ads Research & Strategy (15 hrs) - Complete	12:15-1:15Pm [PDC] -audience targeting -study on their product line segmentation -studying competitor's ad	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	03 Mar 2023 0 1:44 PM	03 Mar 2023 02:44 PM	01:00	1
May Alvarez	Meetings with GP Team - Complete	Website Update Meeting	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	03 Mar 2023 0 2:30 PM	03 Mar 2023 03:30 PM	01:00	1
Michael Ocampo	Copying all the blogs - Complete	http://premiumdigitalcontrol.globalpresence.org/blog-news/	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	03 Mar 2023 1 2:30 PM	03 Mar 2023 04:30 PM	04:00	4

Total Logged Time: 310:51

Total Logged Time: 310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Tomoni Majarucon	Market Research & Strategy 1 of 2 (20hrs) - Complete	9:30 AM - 10:10 AM [Premium] - review materials for meeting - done 10:10 AM - 10:30 AM [Premium] - market research adjustments - https://docs.google.com/document/d/1dRCp4e1lrOOakIP0k0hO_8LG1qjV9nVy8sT5oD8Z0qA/edit#heading=h.o1cvzeo9tjzw	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	06 Mar 2023 01:00 AM	06 Mar 2023 02:00 AM	01:00	1
Tomoni Majarucon	Meetings with Client - Complete	10:30 AM - 12:00 PM [Premium] marketing meeting - done 12:10 PM - 12:50 PM - [Premium] continue marketing meeting - done	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	06 Mar 2023 01:00 AM	06 Mar 2023 03:10 AM	02:10	2.17
Alma Puente	Market Research & Strategy 1 of 2 (20hrs) - Complete	-Premium market research follow up tasks	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	06 Mar 2023 10:00 AM	06 Mar 2023 10:30 AM	00:30	0.5
Alma Puente	Meetings with Client - Complete	-Meeting with client	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	06 Mar 2023 10:30 AM	06 Mar 2023 12:30 PM	02:00	2

Total Logged Time: 310:51

Total Logged Time: 310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Michael Ocampo	Copying all the blogs - Complete	http://premiumdigitalcontrol.globalpresence.org/blog-news/	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	06 Mar 2023 1 1:00 AM	06 Mar 2023 12:30 PM	01:30	1.5
Michael Ocampo	Gravity form configuration - Complete	Modified admin notifications from the backend of each forms like https://premiumdigitalcontrol.globalpresence.org/contact/ -Consultation Form -Contact -Landing Page Form -Referral Partner	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	06 Mar 2023 1 1:30 AM	06 Mar 2023 12:30 PM	01:00	1
Marti Soroka	Meetings with Client - Complete	In Person Meeting with PDCA at their office to present status & review of mktg strategy items	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	06 Mar 2023 0 9:45 AM	06 Mar 2023 01:30 PM	03:45	3.75
Joms Alboroto	Meetings with Client - Complete	10:30 - 1PM [PDC] -Meeting with the client - product positioning	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	06 Mar 2023 1 2:09 PM	06 Mar 2023 02:39 PM	02:30	2.5
Joms Alboroto	Digital Ads Research & Strategy (15 hrs) - Complete	10:15-11:15Pm [PDC] -audience setup -product positioning strategy	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	07 Mar 2023 1 0:15 AM	07 Mar 2023 11:15 AM	01:00	1

Total Logged Time: 310:51

Total Logged Time: 310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Maria Vinzon	Logo and Favicon - Complete	Meeting with Shahid	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	07 Mar 2023 11:04 AM	07 Mar 2023 11:28 AM	00:24	0.4
Muhammad Shahid	CRM Development & Integration (15 hrs) - Complete	- Completed all the form integrations are working and feeding into the CRM.	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	07 Mar 2023 08:00 AM	07 Mar 2023 02:10 PM	06:10	6.17
Michael Ocampo	Copying all the blogs - Complete	http://premiumdigitalcontrol.globalpresence.org/blog-news/	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	08 Mar 2023 10:30 AM	08 Mar 2023 02:30 PM	04:00	4
Tomoni Majarucon	Meetings with GP Team - Complete	12:30 PM - 1:00 PM [Premium] setup phase - done	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	09 Mar 2023 02:00 AM	09 Mar 2023 02:15 AM	00:15	0.25
Joms Alboroto	Digital Ads Research & Strategy (15 hrs) - Complete	11:15-12:15Pm [PDC] -audience setup -targeting analysis per product (Phase I)	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	09 Mar 2023 11:15 AM	09 Mar 2023 12:15 PM	01:00	1

Total Logged Time: 310:51

Total Logged Time: 310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Joms Alboroto	Meetings with Client - Complete	12:30-1PM [PDC] Set-up phase briefings	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	09 Mar 2023 12:30 PM	09 Mar 2023 01:00 PM	00:30	0.5
Alma Puente	Market Research & Strategy 1 of 2 (20hrs) - Complete	-Team meeting and project follow up tasks	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	09 Mar 2023 12:30 PM	09 Mar 2023 01:30 PM	01:00	1
May Alvarez	Meetings with GP Team - Complete	Premium Meeting Updates with Team and Jack	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	09 Mar 2023 12:30 PM	09 Mar 2023 01:30 PM	01:00	1
Michael Ocampo	Copying all the blogs - Complete	Finished copying all the blogs and editing tags+thumbnails+date published http://premiumdigitalcontrol.globalpresence.org/blog-news/	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	09 Mar 2023 10:30 AM	09 Mar 2023 01:30 PM	03:00	3
Tomoni Majarucon	Market Research & Strategy 1 of 2 (20hrs) - Complete	10:15 AM - 10:30 AM [Premium] market research - https://docs.google.com/document/d/1dRCp4e1rOOakIP0k0hO_8LG1qjV9nVy8sT5oD8Z0qA/edit#heading=h.yh5qqqftu9jt	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	10 Mar 2023 02:00 AM	10 Mar 2023 02:15 AM	00:15	0.25
						Total Logged Time: 310:51	Total Logged Time: 310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Joms Alboroto	Digital Ads Research & Strategy (15 hrs) - Complete	10:15-11:15Pm [PDC] -audience research -edited market research -product positioning	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	10 Mar 2023 11:25 AM	10 Mar 2023 12:25 PM	01:00	1
Alma Puente	Market Research & Strategy 1 of 2 (20hrs) - Complete	-Social media and market research project follow up tasks	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	10 Mar 2023 01:20 PM	10 Mar 2023 03:00 PM	01:40	1.67
Joms Alboroto	Digital Ads Research & Strategy (15 hrs) - Complete	10:00-11:00Am [PDC] -audience setup -product positioning -competitor research -landing page reference	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	13 Mar 2023 02:31 PM	13 Mar 2023 03:31 PM	01:00	1
Tomoni Majarucon	Market Research & Strategy 1 of 2 (20hrs) - Complete	9:30 AM - 10:30 AM [Premium] finalize market research and create calendar - https://docs.google.com/document/d/1dRCp4e1lrOOakIP0k0hO_8LGIqjV9nVy8sT5oD8Z0qA/edit#https://docs.google.com/spreadsheets/d/1ajls18t1P6seR0vXXZdw0VZvtDAsZbyDk_5XozRJCvg/edit#gid=0 12:30 PM - 1:23 PM [Premium] setup phase briefings - done	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	14 Mar 2023 01:00 AM	14 Mar 2023 02:53 AM	01:53	1.88
						Total Logged Time: 310:51	Total Logged Time: 310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Ashraf Akbar	Landing Page Designs (20hr) - Complete		#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	14 Mar 2023 07:11 AM	14 Mar 2023 10:18 AM	03:07	3.12
Muhammad Salman	SEO Premium Technical (10 hrs) - Complete	14-03-2023 8:15 AM to 14-03-2023 10:30 AM (2.25 hours) Market Research Find Market Google trends Lite Keyword Research https://docs.google.com/document/d/1dRCp4e1lrOOakIP0k0hO_8LGIqjV9nVy8sT5oD8Z0qA/edit#heading=h.yh5qqqftu9jt	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	14 Mar 2023 08:15 AM	14 Mar 2023 10:30 AM	02:15	2.25
May Alvarez	Market Research & Strategy 1 of 2 (20hrs) - Complete	Premium Set Up Briefing Meeting	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	14 Mar 2023 12:30 PM	14 Mar 2023 01:20 PM	00:50	0.83
Joms Alboroto	Digital Ads Research & Strategy (15 hrs) - Complete	9:45-10:45Pm [PDC] -audience setup -event analysis for landing page -product positioning	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	14 Mar 2023 01:25 PM	14 Mar 2023 02:25 PM	01:00	1

Total Logged Time: 310:51

Total Logged Time: 310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Joms Alboroto	Meetings with Client - Complete	12-1Pm [PDC] -set-up phase briefings	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	14 Mar 2023 01:57 PM	14 Mar 2023 02:27 PM	00:30	0.5
Alma Puente	Market Research & Strategy 1 of 2 (20hrs) - Complete	-Market research project adjustments, follow up tasks, team meeting.	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	14 Mar 2023 10:30 AM	14 Mar 2023 02:45 PM	04:15	4.25
Jacob Hakimian	Digital Ads Research & Strategy (15 hrs) - Complete		#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	14 Mar 2023 01:00 PM	14 Mar 2023 03:00 PM	02:00	2
Jacob Hakimian	Google ads Keyword Research - Complete		#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	14 Mar 2023 04:00 PM	14 Mar 2023 05:00 PM	01:00	1
						Total Logged Time: 310:51	Total Logged Time: 310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Tomoni Majarucon	Market Research & Strategy 1 of 2 (20hrs) - Complete	9:15 AM - 10:00 AM [PREMIUM] Populate calendar - https://docs.google.com/spreadsheets/d/1ajls18t1P6seR0vXXZdw0VZvtDAsZbyDk_5XozRJCvg/edit#gid=491075528 11:15 AM - 11:55 AM [PREMIUM] Quick meeting - done 11:55 AM - 12:20 PM [PREMIUM] Calendar adjustments - https://docs.google.com/spreadsheets/d/1ajls18t1P6seR0vXXZdw0VZvtDAsZbyDk_5XozRJCvg/edit#gid=1191891823	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	15 Mar 2023 02:00 AM	15 Mar 2023 03:50 AM	01:50	1.83
Ashraf Akbar	Landing Page Designs (20hr) - Complete		#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	15 Mar 2023 06:02 AM	15 Mar 2023 07:18 AM	01:15	1.26
Muhammad Salman	SEO Premium Technical (10 hrs) - Complete	Done Keyword Research [Market Research] https://docs.google.com/document/d/1dRCp4e1lrOOakIP0k0hO_8LGlqjV9nVy8sT5oD8Z0qA/edit#heading=h.yh5qqqftu9jt	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	15 Mar 2023 11:30 AM	15 Mar 2023 12:00 PM	00:30	0.5
Ashraf Akbar	Landing Page Designs (20hr) - Complete		#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	15 Mar 2023 08:33 AM	15 Mar 2023 12:51 PM	04:18	4.3

Total Logged Time: 310:51

Total Logged Time: 310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Joms Alboroto	Digital Ads Research & Strategy (15 hrs) - Complete	11-11:45 [PDC] Meeting with Tomoni and Alma for content calendar	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	15 Mar 2023 12:27 PM	15 Mar 2023 01:12 PM	00:45	0.75
Joms Alboroto	Facebook/Instagram Ads Account Setup - Complete	9:15-10:00Pm [PDC] -audience setup -product positioning -competitor ads analysis	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	15 Mar 2023 12:31 PM	15 Mar 2023 01:16 PM	00:45	0.75
Alma Puente	Market Research & Strategy 1 of 2 (20hrs) - Complete	-Market research project adjustments, meeting with Tomoni and Joms follow up tasks (focus: content calendar, social media ads posts, branding)	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	15 Mar 2023 11:20 AM	15 Mar 2023 01:45 PM	02:25	2.42
Ashraf Akbar	Landing Page Designs (20hr) - Complete		#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	17 Mar 2023 08:24 AM	17 Mar 2023 11:28 AM	03:04	3.08
Muhammad Shahid	Make look and feel of CRM same as web - Complete	- Make look and feel of CRM same as web	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	17 Mar 2023 01:00 PM	17 Mar 2023 02:10 PM	01:10	1.17
						Total Logged Time: 310:51	Total Logged Time: 310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Joms Alboroto	Digital Ads Research & Strategy (15 hrs) - Complete	9:45-11Am [PDC] -audience setup -working with Alma for the ad copy, creatives inspiration	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	17 Mar 2023 03:23 PM	17 Mar 2023 04:38 PM	01:15	1.25
Joms Alboroto	Digital Ads Research & Strategy (15 hrs) - Complete	1pm-2:30pm [PDC] -meeting with alma and tomoni for content calendar -assisting alma in content -giving insight in landing page	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	17 Mar 2023 03:09 PM	17 Mar 2023 04:39 PM	01:30	1.5
Ashraf Akbar	Landing Page Designs (20hr) - Complete		#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	17 Mar 2023 01:41 PM	17 Mar 2023 09:44 PM	08:02	8.05
Joms Alboroto	Facebook/Instagram Ads Account Setup - Complete	10:30-11:30Pm [PDC] -audience setup - creative strategy research	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	20 Mar 2023 12:09 PM	20 Mar 2023 01:09 PM	01:00	1
Ashraf Akbar	Landing Page Designs (20hr) - Complete		#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	20 Mar 2023 02:22 PM	20 Mar 2023 03:21 PM	00:58	0.98

Total Logged Time: 310:51

Total Logged Time: 310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Joms Alboroto	Digital Ads Research & Strategy (15 hrs) - Complete	9:30-10:30Pm [PDC] -product positioning -audit of website -review client's material -workflow set-up	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	21 Mar 2023 11:58 AM	21 Mar 2023 12:58 PM	01:00	1
Muhammad Salman	SEO Premium Technical (10 hrs) - Complete	Premium Digital Control Manual Audit https://docs.google.com/spreadsheets/d/1DE9PaB0WEvQ1iBZyw5iqVYcKlw3Y2cFndrILHLEcglQ/edit#gid=2047880797	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	21 Mar 2023 01:15 PM	21 Mar 2023 02:15 PM	01:00	1
Ashraf Akbar	Landing Page Designs (20hr) - Complete	PDC ad landing page 1 & 2	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	21 Mar 2023 09:25 AM	21 Mar 2023 02:18 PM	04:53	4.89
Ashraf Akbar	Landing Page Designs (20hr) - Complete		#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	22 Mar 2023 09:33 AM	22 Mar 2023 10:19 AM	00:45	0.76
Ashraf Akbar	Landing Page Designs (20hr) - Complete		#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	22 Mar 2023 10:55 AM	22 Mar 2023 11:16 AM	00:20	0.34
						Total Logged Time: 310:51	Total Logged Time: 310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Ashraf Akbar	Landing Page Designs (20hr) - Complete		#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	22 Mar 2023 12:03 PM	22 Mar 2023 01:00 PM	00:57	0.96
Joms Alboroto	Facebook/Instagram Ads Account Setup - Complete	11:45 - 12:30 Pm [PDC] -audience setup -assists on landing page designing - analyze existing campaign -increase ads threshold per month to 2000usd from 200usd	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	22 Mar 2023 01:40 PM	22 Mar 2023 02:25 PM	00:45	0.75
Ashraf Akbar	Landing Page Designs (20hr) - Complete	Landing page 4 done https://premiumdigitalcontrol.globalpresence.org/marine-landing/ https://premiumdigitalcontrol.globalpresence.org/commercial-landing/ https://premiumdigitalcontrol.globalpresence.org/hospitality-landing/ https://premiumdigitalcontrol.globalpresence.org/residential-landing/	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	23 Mar 2023 09:39 AM	23 Mar 2023 09:51 AM	00:12	0.2
Maria Vinzon	Website Setup (40hrs) - Complete	Building site took 80 hours. Jack accidentally deleted the log. Finished set up stage https://premiumdigitalcontrol.globalpresence.org/	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	23 Mar 2023 07:45 AM	26 Mar 2023 03:45 PM	80:00	80

Total Logged Time: 310:51

Total Logged Time: 310.86

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Muhammad Salman	Market Research & Strategy 2 of 2 (20hrs) - Complete	SEO Technical Portion: https://docs.google.com/document/d/1dRCp4e1rOOakIP0k0hO_8LG1qjV9nVy8sT5oD8Z0qA/edit?usp=share_link	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	26 Mar 2023 11:23 AM	26 Mar 2023 04:23 PM	05:00	5
Jeremiah Hakimian	Market Research & Strategy 2 of 2 (20hrs) - Complete	Competitive Analysis Portion: https://docs.google.com/document/d/1dRCp4e1rOOakIP0k0hO_8LG1qjV9nVy8sT5oD8Z0qA/edit?usp=share_link	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	26 Mar 2023 01:26 PM	26 Mar 2023 04:26 PM	03:00	3
Ashraf Akbar	Learning Management System (4hrs) - Complete	@Ashraf Place LMS on this link https://premiumdigitalcontrol.globalpresence.org/learn	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	26 Mar 2023 01:02 PM	26 Mar 2023 05:02 PM	04:00	4
Tomoni Majarucon	SEO Premium Content (6 On-Page,4 Off-page) (10 hrs) - Complete	https://premiumdigitalcontrol.globalpresence.org/ideas and blog	#427 - Setup Projects: Premiumdigitalcontrol.com (150 hrs) - Premium Digital Control and Automation	26 Mar 2023 07:15 AM	26 Mar 2023 05:15 PM	10:00	10
						Total Logged Time: 310:51	Total Logged Time: 310.86