

# Period (08-25-2023 - 09-24-2023) - All Staff MembersJenalyn Aquinde

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)
Cristina Pascual	Google Spreadsheet of businesses from Jacksonville area we can target by email and phone. - Awaiting Feedback		#504 - Agape Donor Development / Fundrasing Project - Agapefamilyhealth.org	22 Sep 2023 04:00 PM	22 Sep 2023 05:00 PM	01:00
May Alvarez	Social Media Posting Management (6 Videos, 2 Images, 20 hrs) - MamaThrive.org - In Progress	Social Media monitoring tasks	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	21 Sep 2023 11:38 AM	21 Sep 2023 11:46 AM	00:08
Cristina Pascual	Google Spreadsheet of businesses from Jacksonville area we can target by email and phone. - Awaiting Feedback		#504 - Agape Donor Development / Fundrasing Project - Agapefamilyhealth.org	20 Sep 2023 03:00 PM	20 Sep 2023 04:00 PM	01:00
May Alvarez	SEO Basic Content Plan (4 On-Page/4 Off-Page) (10 hrs) - agapefamilyhealth.org/ - In Progress	> Agape Article - <a href="https://agapefamilyhealth.org/history-of-immunization-with-smallpox/">https://agapefamilyhealth.org/history-of-immunization-with-smallpox/</a>	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	20 Sep 2023 02:00 PM	20 Sep 2023 02:45 PM	00:45
May Alvarez	Operations Task (10hrs) - In Progress	> Agape Weekly Report - <a href="https://docs.google.com/document/d/1w97yxTX7ck0Rgixt0MBu4BU2r8jIcbKW-a5yN6lj4cY/edit#heading=h.fw7eyyg4iz1q">https://docs.google.com/document/d/1w97yxTX7ck0Rgixt0MBu4BU2r8jIcbKW-a5yN6lj4cY/edit#heading=h.fw7eyyg4iz1q</a>	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	20 Sep 2023 10:25 AM	20 Sep 2023 10:45 AM	00:20
May Alvarez	SEO Basic Content Plan (4 On-Page/4 Off-Page) (10 hrs) - agapefamilyhealth.org/ - In Progress	> Agape Article - <a href="https://agapefamilyhealth.org/abilities-of-the-female-pelvis/">https://agapefamilyhealth.org/abilities-of-the-female-pelvis/</a>	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	17 Sep 2023 04:15 PM	17 Sep 2023 04:45 PM	00:30
Alex Moronta	Website Managment (12hrs) - In Progress	agape fix the blog api on Zapier	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	16 Sep 2023 04:00 PM	16 Sep 2023 06:51 PM	02:51
Cristina Pascual	Google Spreadsheet of businesses from		#504 - Agape Donor Development /	15 Sep	15 Sep	01:00

Staff Member	Task	Note	Related	Start Time	End Time	Time
	Jacksonville area we can target by email and phone. - Awaiting Feedback		Fundrasing Project - Agapefamilyhealth.org	2023 02:30 PM	2023 03:30 PM	
Alex Moronta	Website Managment (12hrs) - In Progress	update mamathrive form (add consent fields to notification email, update logo)	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	15 Sep 2023 02:00 PM	15 Sep 2023 04:25 PM	02:25
May Alvarez	SEO Basic Content Plan (6 On-Page/4 Off-Page) (10 hrs) - MamaThrive.org - In Progress	> Mama Thrive Article - <a href="https://mamathrive.org/babies-sleep-pattern-and-how-to-adapt/">https://mamathrive.org/babies-sleep-pattern-and-how-to-adapt/</a>	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	15 Sep 2023 10:05 AM	15 Sep 2023 10:20 AM	00:15
Cristina Pascual	Google Spreadsheet of businesses from Jacksonville area we can target by email and phone. - Awaiting Feedback	<a href="https://docs.google.com/spreadsheets/d/1JXSZlpFfQXC4ux8R4BARSHGReeGkTMzS10iU8pqbh5s/edit#gid=573642813">https://docs.google.com/spreadsheets/d/1JXSZlpFfQXC4ux8R4BARSHGReeGkTMzS10iU8pqbh5s/edit#gid=573642813</a>	#504 - Agape Donor Development / Fundrasing Project - Agapefamilyhealth.org	14 Sep 2023 10:00 AM	14 Sep 2023 11:00 AM	01:00
Alex Moronta	Website Managment (12hrs) - In Progress	form updates and Zap validations	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	13 Sep 2023 06:00 PM	13 Sep 2023 08:00 PM	02:00
May Alvarez	Operations Task (10hrs) - In Progress	> Agape Report - <a href="https://docs.google.com/document/d/15WzWnn7hFqGtEe7DJAqwi5_7QZafj7ssMMF7Wm8CXKk/edit?usp=sharing">https://docs.google.com/document/d/15WzWnn7hFqGtEe7DJAqwi5_7QZafj7ssMMF7Wm8CXKk/edit?usp=sharing</a>	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	13 Sep 2023 11:00 AM	13 Sep 2023 11:20 AM	00:20
Jack Hakimian	Meetings with Client - Not Started		#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	13 Sep 2023 10:00 AM	13 Sep 2023 10:30 AM	00:30
May Alvarez	Social Media Posting Management (6 Videos, 2 Images, 20 hrs) - MamaThrive.org - In Progress	> Social Media Monitoring Tasks - monitored statistics and engagements	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	08 Sep 2023 11:45 AM	08 Sep 2023 12:03 PM	00:18
Alex	Website Managment	agapefamilyhealth working in form	#81 - General	07	07	03:00

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)
Moronta	(12hrs) - In Progress		Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	Sep 2023 02:00 PM	Sep 2023 05:00 PM	
May Alvarez	Social Media Posting Management (6 Videos, 2 Images, 20 hrs) - MamaThrive.org - In Progress	> Social Media Monitoring Tasks - monitored statistics and engagements	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	07 Sep 2023 11:45 AM	07 Sep 2023 11:53 AM	00:0
May Alvarez	SEO Basic Content Plan (6 On-Page/4 Off-Page) (10 hrs) - MamaThrive.org - In Progress	> Mama Thrive Article - <a href="https://docs.google.com/document/d/1xR9S1nYjWwtBN95HQxqqgCY4nQjMvJMde3su53dIApo/edit?usp=sharing">https://docs.google.com/document/d/1xR9S1nYjWwtBN95HQxqqgCY4nQjMvJMde3su53dIApo/edit?usp=sharing</a>	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	07 Sep 2023 11:00 AM	07 Sep 2023 11:25 AM	00:2
Alex Moronta	Website Managment (12hrs) - In Progress	agapefamilyhealth working in form	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	06 Sep 2023 01:00 PM	06 Sep 2023 06:00 PM	05:0
May Alvarez	SEO Basic Content Plan (4 On-Page/4 Off-Page) (10 hrs) - agapefamilyhealth.org/ - In Progress	> Agape Article - <a href="https://agapefamilyhealth.org/synesthesia-and-the-senses/">https://agapefamilyhealth.org/synesthesia-and-the-senses/</a>	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	06 Sep 2023 10:30 AM	06 Sep 2023 11:15 AM	00:4
Jack Hakimian	Meetings with Client - Not Started		#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	06 Sep 2023 10:00 AM	06 Sep 2023 10:30 AM	00:3
May Alvarez	Meetings with Client - In Progress	> Agape Meeting (Toni, Zack, and Alex) - Discussed revisions on the form and the consent form attachment with signature	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	06 Sep 2023 10:00 AM	06 Sep 2023 10:30 AM	00:3
May Alvarez	Operations Tasks (10hrs) - In Progress	> Agape Weekly Report and Reminders - <a href="https://docs.google.com/document/d/1fMnJVzSzg-dOvK5WmWCSbd-J1P-2cmi69WXvuiynTjo/edit?usp=sharing">https://docs.google.com/document/d/1fMnJVzSzg-dOvK5WmWCSbd-J1P-2cmi69WXvuiynTjo/edit?usp=sharing</a>	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	06 Sep 2023 09:15 AM	06 Sep 2023 09:35 AM	00:2
May Alvarez	Social Media Posting Management (6	Social Media Monitoring Tasks for Agape - Edited graphics and reposted sports injury	#81 - General Projects:	04 Sep	04 Sep	00:2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)
	Videos, 2 Images, 20 hrs) - MamaThrive.org - In Progress		MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	2023 10:00 AM	2023 10:20 AM	
May Alvarez	SEO Basic Content Plan (4 On-Page/4 Off-Page) (10 hrs) - agapefamilyhealth.org/ - In Progress	> Agape Article - <a href="https://agapefamilyhealth.org/chronic-fatigue-syndrome-causes-symptoms/">https://agapefamilyhealth.org/chronic-fatigue-syndrome-causes-symptoms/</a>	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	01 Sep 2023 10:20 AM	01 Sep 2023 11:10 AM	00:50
May Alvarez	SEO Basic Content Plan (6 On-Page/4 Off-Page) (10 hrs) - MamaThrive.org - In Progress	> Mama Thrive Article - <a href="https://mamathrive.org/pregnancy-cravings-and-nutritional-needs/">https://mamathrive.org/pregnancy-cravings-and-nutritional-needs/</a>	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	01 Sep 2023 10:00 AM	01 Sep 2023 10:20 AM	00:20
Alex Moronta	Website Managment (12hrs) - In Progress	zapier agape validations	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	31 Aug 2023 01:00 PM	31 Aug 2023 02:00 PM	01:00
May Alvarez	SEO Basic Content Plan (4 On-Page/4 Off-Page) (10 hrs) - agapefamilyhealth.org/ - In Progress	Topics and keywords for Agape Content for September: <a href="https://docs.google.com/spreadsheets/d/11WWldzxYnH_-H2xHBSFjWlqLTVP1haM835rhFg10mU/edit?usp=sharing">https://docs.google.com/spreadsheets/d/11WWldzxYnH_-H2xHBSFjWlqLTVP1haM835rhFg10mU/edit?usp=sharing</a>	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	31 Aug 2023 12:45 PM	31 Aug 2023 01:00 PM	00:15
May Alvarez	SEO Basic Content Plan (6 On-Page/4 Off-Page) (10 hrs) - MamaThrive.org - In Progress	> Mama Thrive and Agape SEO Tasks Mama Thrive: <a href="https://docs.google.com/document/d/1Snxnrdyfg3l2yv78lAYKszZ8Zkf_yCJdRAGwAVJV-es/edit?usp=sharing">https://docs.google.com/document/d/1Snxnrdyfg3l2yv78lAYKszZ8Zkf_yCJdRAGwAVJV-es/edit?usp=sharing</a> Topics and keywords for Mama Thrive Content for September: <a href="https://docs.google.com/spreadsheets/d/11WWldzxYnH_-H2xHBSFjWlqLTVP1haM835rhFg10mU/edit?usp=sharing">https://docs.google.com/spreadsheets/d/11WWldzxYnH_-H2xHBSFjWlqLTVP1haM835rhFg10mU/edit?usp=sharing</a>	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	31 Aug 2023 12:00 PM	31 Aug 2023 12:45 PM	00:45
May Alvarez	Social Media Posting Management (6 Videos, 2 Images, 20 hrs) - MamaThrive.org - In Progress	> Schedule Agape SM Posts for September - <a href="https://app.socialpilot.co/posts">https://app.socialpilot.co/posts</a> - <a href="https://www.canva.com/design/DAFskUwgnnw/xZQ1hiaxS8t97v1K0wzhfg/edit?utm_content=DAFskUwgnnw&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton">https://www.canva.com/design/DAFskUwgnnw/xZQ1hiaxS8t97v1K0wzhfg/edit?utm_content=DAFskUwgnnw&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton</a>	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	31 Aug 2023 10:00 AM	31 Aug 2023 10:30 AM	00:30
Alex Moronta	Website Managment (12hrs) - In Progress	zapier agape validations	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	30 Aug 2023 02:00 PM	30 Aug 2023 06:00 PM	04:00
May Alvarez	Operations Tasks (10hrs) - In Progress	> Agape Operations Tasks - check tasks updates	#81 - General Projects: MamaThrive.org	30 Aug 2023	30 Aug 2023	00:10

Staff Member	Task	Note	Related	Start Time	End Time	Time
			(92hr,25r) - Agapefamilyhealth.org	11:30 AM	11:45 AM	
May Alvarez	Meetings with Client - Complete	> Meeting with Agape (client no show)	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	30 Aug 2023 10:00 AM	30 Aug 2023 10:30 AM	00:30
May Alvarez	Social Media Posting Management (6 Videos, 2 Images, 20 hrs) - MamaThrive.org - In Progress	> Continue: Agape Social Media for September - https://www.canva.com/design/DAFskUwgnnw/xZQ1hiaxS8t97v1K0wzhfg/edit?utm_content=DAFskUwgnnw&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	28 Aug 2023 12:45 PM	28 Aug 2023 01:00 PM	00:15
May Alvarez	Social Media Posting Management (6 Videos, 2 Images, 20 hrs) - MamaThrive.org - In Progress	> Agape Social Media for September - https://www.canva.com/design/DAFskUwgnnw/xZQ1hiaxS8t97v1K0wzhfg/edit?utm_content=DAFskUwgnnw&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	28 Aug 2023 12:00 PM	28 Aug 2023 12:30 PM	00:30
Alex Moronta	Website Managment (12hrs) - In Progress	working in form	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	26 Aug 2023 01:00 PM	26 Aug 2023 05:00 PM	04:00
Carolyn Zamora	SEO Basic Content Plan (4 On-Page/4 Off-Page) (10 hrs) - agapefamilyhealth.org/ - In Progress	published: https://www.quora.com/profile/Global-Presence-Marketing/Managing-PCOS-Taking-Control-of-Your-Health-and-Well-being-Polycystic-Ovary-Syndrome-PCOS-is-a-hormonal-ailment-comm https://www.linkedin.com/pulse/deep-connection-between-maternal-nutrition-childs-cognitive	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	25 Aug 2023 12:15 PM	25 Aug 2023 12:23 PM	00:08
May Alvarez	Social Media Posting Management (6 Videos, 2 Images, 20 hrs) - MamaThrive.org - In Progress	for August: https://www.canva.com/design/DAFqTTm0AyQ/6j9rDUw4VJtrVUVAv_xLrg/edit?utm_content=DAFqTTm0AyQ&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton - Posted PCOS management - September Posts (will continue) - https://www.canva.com/design/DAFskUwgnnw/xZQ1hiaxS8t97v1K0wzhfg/edit?utm_content=DAFskUwgnnw&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton	#81 - General Projects: MamaThrive.org (92hr,25r) - Agapefamilyhealth.org	25 Aug 2023 12:10 PM	25 Aug 2023 01:30 PM	01:20
						Total Log Time 39:00