

# Period (09-16-2023 - 10-15-2023) - All Staff MembersJenalyn Aquinde

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decim
May Alvarez	SEO Content Content   (8 hrs/8 Articles OnPage) - In Progress	> Lauderhill Mall Article - <a href="https://www.lauderhillmall.net/news/fun-halloween-activities-family-friendly-ideas-for-kids-and-parents.html">https://www.lauderhillmall.net/news/fun-halloween-activities-family-friendly-ideas-for-kids-and-parents.html</a>	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	15 Oct 2023 06:40 AM	15 Oct 2023 07:10 AM	00:30	0.5
Pawel Frankowski	Monthly Site and Plgin Updates with <a href="https://mysites.guru/">https://mysites.guru/</a> - In Progress		#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	14 Oct 2023 04:49 PM	14 Oct 2023 05:57 PM	01:08	1.15
Luis Maldonado	SEO Content Content   (8 hrs/8 Articles OnPage) - In Progress		#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	13 Oct 2023 12:00 PM	13 Oct 2023 01:00 PM	01:00	1
Michael Ocampo	Monthly Site and Plgin Updates with <a href="https://mysites.guru/">https://mysites.guru/</a> - Not Started	Updated main banner	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	09 Oct 2023 04:35 PM	09 Oct 2023 04:45 PM	00:10	0.17
May Alvarez	Operations Check Ins (2hrs) - In Progress	> Lauderhill Mall Operations - New Slider Heading for Homepage - Social Media Monitoring Task	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	09 Oct 2023 02:45 PM	09 Oct 2023 03:00 PM	00:15	0.25
May Alvarez	SEO Content Content   (8 hrs/8 Articles OnPage) - In Progress	> Lauderhill Mall Article - <a href="https://www.lauderhillmall.net/news/spooky-halloween-traditions-around-the-world.html">https://www.lauderhillmall.net/news/spooky-halloween-traditions-around-the-world.html</a>	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	09 Oct 2023 02:10 PM	09 Oct 2023 02:50 PM	00:40	0.67
May Alvarez	Social Media Content Creation & Ad Management (10 Post / 5 Hrs) - In Progress	Social Media Monitoring	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	05 Oct 2023 09:48 AM	05 Oct 2023 10:00 AM	00:12	0.2

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May Alvarez	Social Media Content Creation & Ad Management (10 Post / 5 Hrs) - In Progress	Social Media Monitoring Lauderhill Mall	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	04 Oct 2023 03:23 PM	04 Oct 2023 03:30 PM	00:07	0.12
May Alvarez	Social Media Content Creation & Ad Management (10 Post / 5 Hrs) - In Progress	> Reschedule Lauderhill Mall SM Posts as per Yoram's request	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	03 Oct 2023 11:00 AM	03 Oct 2023 11:15 AM	00:15	0.25
May Alvarez	Operations Check Ins (2hrs) - In Progress	> Lauderhill Mall Operations - Video from Yoram - Create heading for Video - Upload on Google drive - <a href="https://drive.google.com/file/d/1YDuo3f9mD4okug1C4YNVOqhOt30M8bGy/view?usp=drive_link">https://drive.google.com/file/d/1YDuo3f9mD4okug1C4YNVOqhOt30M8bGy/view?usp=drive_link</a> - Assign Michael to upload on the site - <a href="https://drive.google.com/file/d/1LpIlbkmskyfCEfbjcETZvijoY-a2sflZ/view?usp=drive_link">https://drive.google.com/file/d/1LpIlbkmskyfCEfbjcETZvijoY-a2sflZ/view?usp=drive_link</a>	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	29 Sep 2023 06:30 PM	29 Sep 2023 07:00 PM	00:30	0.5
May Alvarez	Social Media Content Creation & Ad Management (10 Post / 5 Hrs) - In Progress	> Finish Lauderhill Mall Social Media Posts and Schedule Posts - <a href="https://www.canva.com/design/DAFvxCb-qlU/ekmWI6aZqjrWF7ygUdge1w/edit?utm_content=DAFvxCb-qlU&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton">https://www.canva.com/design/DAFvxCb-qlU/ekmWI6aZqjrWF7ygUdge1w/edit?utm_content=DAFvxCb-qlU&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton</a>	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	29 Sep 2023 05:30 PM	29 Sep 2023 06:30 PM	01:00	1
Michael Ocampo	WEBSITE MAINTENANCE PLAN (4 hrs) - In Progress	- Update homepage video (uploaded to youtube), poster, featured dining and shops <a href="https://docs.google.com/spreadsheets/d/1EIEo8CTVeSswNrKYG7W73CgqRcdewdKK-wX38bKkgrY/edit#gid=2018891083">https://docs.google.com/spreadsheets/d/1EIEo8CTVeSswNrKYG7W73CgqRcdewdKK-wX38bKkgrY/edit#gid=2018891083</a>	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	29 Sep 2023 09:30 AM	29 Sep 2023 10:30 AM	01:00	1
May Alvarez	Social Media Content Creation & Ad Management (10 Post / 5 Hrs) - In Progress	Lauderhill Mall Social Media Posts - <a href="https://www.canva.com/design/DAFvxCb-qlU/ekmWI6aZqjrWF7ygUdge1w/edit?utm_content=DAFvxCb-qlU&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton">https://www.canva.com/design/DAFvxCb-qlU/ekmWI6aZqjrWF7ygUdge1w/edit?utm_content=DAFvxCb-qlU&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton</a>	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	28 Sep 2023 04:20 PM	28 Sep 2023 05:30 PM	01:10	1.17
May Alvarez	SEO Content Content   (8	Lauderhill Mall Blog - <a href="https://www.lauderhillmall.net/news/what-lauderhill-mall-customers-say-about-their-shopping-experience.html">https://www.lauderhillmall.net/news/what-lauderhill-mall-customers-say-about-their-shopping-experience.html</a>	#117 - General Projects:	28 Sep	28 Sep	00:40	0.67

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	hrs/8 Articles OnPage) - In Progress		LauderHillMall.net (18hr,16r) - Lauderhill Mall	2023 03:50 PM	2023 04:30 PM		
May Alvarez	Operations Check Ins (2hrs) - In Progress	> Lauderhill Mall Operations - Call Yoram re: the October posts	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	28 Sep 2023 03:25 PM	28 Sep 2023 03:52 PM	00:27	0.45
May Alvarez	Social Media Content Creation & Ad Management (10 Post / 5 Hrs) - In Progress	Social Media Monitoring for Lauderhill Mall	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	27 Sep 2023 11:40 AM	27 Sep 2023 11:48 AM	00:08	0.13
May Alvarez	Social Media Content Creation & Ad Management (10 Post / 5 Hrs) - In Progress	Social Media Monitoring Tasks - reposted error scheduled posts for - Lauderhill Mall	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	25 Sep 2023 01:30 PM	25 Sep 2023 01:45 PM	00:15	0.25
Michael Ocampo	WEBSITE MAINTENANCE PLAN (4 hrs) - Complete	- Updated Main Banner	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	22 Sep 2023 04:15 PM	22 Sep 2023 04:45 PM	00:30	0.5
May Alvarez	SEO Content Content   (8 hrs/8 Articles OnPage) - In Progress	> Lauderhill Mall Operations Tasks: - Banner on the website - <a href="https://docs.google.com/spreadsheets/d/1EIEo8CTVeSswNrKYG7W73CgqRcdewdKK-wX38bKkgrY/edit#gid=936737271">https://docs.google.com/spreadsheets/d/1EIEo8CTVeSswNrKYG7W73CgqRcdewdKK-wX38bKkgrY/edit#gid=936737271</a> - Banner Rotation Schedule - Update Lauderhill Mall Sheet for articles published from June - September - <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>	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	22 Sep 2023 10:50 AM	22 Sep 2023 11:20 AM	00:30	0.5
May Alvarez	SEO Content Content   (8 hrs/8 Articles OnPage) - In Progress	> Lauderhill Mall Article: <a href="https://www.lauderhillmall.net/news/finding-the-best-organic-grocery-stores-near-you.html">https://www.lauderhillmall.net/news/finding-the-best-organic-grocery-stores-near-you.html</a>	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	22 Sep 2023 10:00 AM	22 Sep 2023 10:40 AM	00:40	0.67
May Alvarez	Operations Check Ins (2hrs) - In	Social Media monitoring	#117 - General Projects: LauderHillMall.net	21 Sep 2023	21 Sep 2023	00:08	0.13

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decim
	Progress		(18hr,16r) - Lauderhill Mall	11:30 AM	11:38 AM		
May Alvarez	Social Media Content Creation & Ad Management (10 Post / 5 Hrs) - In Progress	> Lauderhill Mall Halloween Teaser social media graphics (Scheduled) - <a href="https://www.canva.com/design/DAFtClqUxho/oqI1aV7qEZfRLDINtYsrRA/edit?utm_content=DAFtClqUxho&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton">https://www.canva.com/design/DAFtClqUxho/oqI1aV7qEZfRLDINtYsrRA/edit?utm_content=DAFtClqUxho&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton</a>	#117 - General Projects: LauderHillMall.net (18hr,16r) - Lauderhill Mall	17 Sep 2023 06:15 PM	17 Sep 2023 07:00 PM	00:45	0.75
						Total Logged Time: 12:00	Total Logg Time: 12.01