Report Name: November 2019- Bella Marie Cafe

Project Status: on Track

Summary: We are in the launching phase. Checking and re-checking every single link, every form, every script, and the flexibility of the Website to upload it to a server.

Concept:

* The Web Manager is to make sure that the development priorities are achieved by directing the activity of staff.
* The Content Producer, Designer & Developer expedite development and maintenance activity as planned with the Web Manager.

Content:

* The content team is to finalize & maintain high quality online content - be that plain text, instagram updates, etc.

Design:

* Designer is to finalize the created visual templates that will be used as means for online communication and/or interaction.
* Designer is to finalize the structured layout content on a page, so that it will reflect the desired design template.

Additional Notes or Highlights:

* The HTML Developer (Kobe) helped the Web Designer (Fernan) to structure the lay out content on a page.
* The Content Producer (Jirah) helped the Website Manager (Danica) to make sure that the development priorities are achieved by directing the activity of staff.

Issues / Challenges:

Lack of information due to the absence of the real owner “Bella” who is currently studying and living in America.