Work Schedule Tracker

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| **Description** | **Timeframe** | **Resources** | **Responsible** | **Notes** |
| **Software** | | | | |
| Official Website | Ongoing | 3 | Thembalami | * We are working on a new site |
| Online Store Site | Ongoing | 3 | Thembalami | * New selling site |
| Management System | Ongoing | 2 | Micah | * Manage all church data needs |
| Android TV App Development | Ongoing | 4 | Micah | * Create a new product compatible for smart TV |
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| **Print Materials** | | | | |
| Books | Every Six months | 4 | Ralph | * Convert Apostle’s sermons into books |
| Newsletters | Quarterly | 6 | Tau | * Release Heartfelt quarterly newsletters |
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| **Sermon Materials** | | | | |
| Audio Editing | Weekly | 1 | Farai | * Prepare audio sermon materials for sell |
| Video Editing | Weekly | 1 | Rodie | * Prepare video sermon materials for sell |
| Institute Capturing | Weekly | 1 | Micah | * For archiving and possible future sells |
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| **Social Media** | | | | |
| Facebook | Weekly |  | Farai | * Achieve a strong social media presence |
| YouTube | Weekly |  | Farai | * Archieve a strong social media presence |
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IN-USE EQUIPMENT LIST

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| **Description** | **Status** | **Maintenance** | **Location** | **Notes** | |
| **Video Cameras** | | | | |
| Sony Z7 | Working | Basic | IOC | * Main capturing camera | |
| Panasonic P2 | Working | Basic | IOC | * Backup | |
| Panasonic Full HD | Working | Basic | OFFICE | * Backup | |
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| **Photo Cameras** | | | | | |
| Canon 5D | Working | Overdue | IOC | * Our main camera now really needs servicing. | |
| Cyber shot | Working | Basic | MICAH | * Institute and other offsite impromptu visits | |
| Canon 5300 | Working | Basic | IOC | * Normally used for training purpose. | |
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| **Computers** | | | | | |
| Macbook Pro Retina | Working | Upgrading | Micah | * Work activities | |
| Dell Laptop | Working | Basic | Farai | * Audio editing | |
| Mac mini | Working | Basic | IOC | * Livestreaming and video capturing purposes | |
| Windows Laptop | Working | Murwere | IOC | * Projection laptop now needs replacing | |
| Windows Desktop | Working | Upgrading | IOC | * If upgraded can be used for photo editing | |
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| **Projection** | | | | | |
| Samsung Projector | Working | Basic | IOC | * Used mainly in VIP during presentations | |
| Screen Processor | Working | Basic | IOC | * Sends feed to IOC projection screens | |
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| 3 strobe studio lights | Not working | Urgent | IOC | * Recently donated to the department | |