

| Project Name | Task | Assign to | Assign By | Status | Start Date | Deadline | Task Priority | Status |
|----------------------|---|-----------|-----------|-------------------|------------|------------|---------------|--|
| 5 September | | | | | | | | |
| New Edge | New Edge Home and About page Content | Syed | Faiza | Assiged / Pending | 09-05-2024 | 09-06-2024 | | Assined by faiza to osama on Thursday, 5 Sep Status Assigned to Syed waiting for content. Final Status Waiting for completion. |
| Prism | Assign task regarding prism | Waris | Osama | completed | 09-05-2024 | 09-05-2024 | | Assined by osama to waris on Thursday, 5 Sep Status Assigned to Waris, and the timeline is provided by Waris before 6 PM on September 5th Final Status Completed |
| Rehaan Perfume | updated SKU | Deepak | Osama | completed | 09-04-2024 | 09-05-2024 | | Assined by osama to Deepak on Wednesday, 4 Sep Status Assigned to Deepak, and the timeline is provided by Deepak on September 4th Final Status Complete on September 5th |
| Rehaan Perfume | Updated Stock | Deepak | Osama | completed | 09-04-2024 | 09-05-2024 | | Assined by osama to Deepak on Wednesday, 4 Sep Status Assigned to Deepak, and the timeline is provided by Deepak on September 4th Final Status Complete on September 5th |
| AomServ | Provide Review for aomser | Osama | Insha | completed | 09-05-2024 | 09-05-2024 | | Assined by Insa to Osama on Wednesday, 4 Sep Status Assigned to Osama Final Status Complete on September 5th |
| Anton Easy | provide update on Figma | Avijeet | lovetto | completed | 09-05-2024 | 09-05-2024 | | Assined by lovetto to Osama on Thursday, 5 Sep Status Assigned to Avijeet Final Status Completed and shared with lovatto |
| General | Waiting for Common SEO Things in Dev | Syed | Osama | Assiged / Pending | 09-03-2024 | 09-04-2024 | | Assined by Osama to Syed on Tuesday, 3 Sep Status Assigned to syed, Syed Complete and share with lovatto for approval. Final Status Waiting from lovatto to approve |
| Dr Trump | Blogs | Syed | Osama | completed | 09-04-2024 | 09-05-2024 | | Assined by Osama to Syed on Wednesday, 4 Sep Status Assigned to syed Final Status Still waiting form Syed |
| MotoZone / Saz-Dubai | Dashboard Discussion | Osama | Deepak | completed | 09-04-2024 | 09-04-2024 | High | Assined by Deepak to osama on Wednesday, 4 Sep Status Assigned to Deepak Final Status Discuss in the meeting, by deepak to Lovetto. |
| Anton Easy | waiting for email confirmation from Kai | Osama | lovetto | Assiged / Pending | 09-04-2024 | 09-04-2024 | High | Assined by Lovetto to osama on Wednesday, 4 Sep Status Assigned to Lovetto, email creation done, for email forwarding Kai need to verify his email. Final Status Still waiting form Kai to confirm, message send to kai did not get an email to confirm. |
| MotoZone | Waiting for SEO Sheet | Syed | Osama | Assiged / Pending | 09-04-2024 | 09-05-2024 | | Assined by Osama to Syed on Wednesday, 4 Sep Status Assigned to syed Final Status Still waiting form Syed |

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| carpediem | checked where is it hosted | osama | Glenice | completed | 09-05-2024 | 09-05-2024 | | <p>Assined by Glenice to Osama on Thursday, 5 Sep</p> <p>Status</p> <p>Assigned by Glenice to check where is carpediem is hosting.</p> <p>Final Status</p> <p>Carpediem is hosted with us. confirm after speaking with Mir.</p> |
| Anton Oil | Changies come from anton oil Client | Faiza | Osama | Assiged / Pending | 09-09-2024 | 09-09-2024 | | <p>Assined by Osama to Faiza on Thursday, 5 Sep</p> <p>Status</p> <p>She will work on these changies on Thursday, 9 Sep.</p> <p>Final Status</p> <p>Wating</p> |
| Rehaan Perfume | Perform test order to check IQ fulfillment | osama | osama | Assiged / Pending | 09-05-2024 | 09-06-2024 | Meet | <p>Assined to Osama on Wednesday, 5 Sep</p> <p>Status</p> <p>Waiting for client to come on meet.</p> <p>Final Status</p> <p>Speak with client he will come on call on Friday at 10 am.</p> |
| DMC | Arabic Content | Muhannad | Osama/Deepak | Assiged / Pending | 09-02-2024 | 09-06-2024 | High | <p>Assined to Mohannad on Monday, 2 Sep</p> <p>Status</p> <p>Waiting for content.</p> <p>Final Status</p> <p>on sick leave.</p> |
| Dr Trump | Blogs | Deepak | Osama | Assiged / Pending | 09-05-2024 | 09-05-2024 | | <p>Assined by Osama to Deepak on Thursday, 5 Sep</p> <p>Status</p> <p>blogs are received at Thursday 5 Sep, 6pm and assigned to Deepak at Thursday 5 Sep, 6pm</p> <p>Final Status</p> <p>Waiting for completion.</p> |