

Learning Workspace — Master Task Tracker

Current Focus: Black Nexus LLC Launch

Phase 1: Entity Formation

- ☐ File Articles of Organization (Wyoming)
- ☐ Appoint Wyoming Registered Agent
- ☐ Draft Operating Agreement (51/49 voting, 50/50 profit split)
- ☐ Partner reviews and signs Operating Agreement
- ☐ Obtain EIN from IRS
- ☐ Get Wyoming Certificate of Good Standing
- ☐ File Illinois Foreign LLC Application
- ☐ Appoint Illinois Registered Agent

Phase 2: Branding & Identity

- ☐ Define brand positioning and one-liner
- ☐ Create logo (primary + icon)
- ☐ Establish color palette and typography
- ☐ Design social media templates
- ☐ Create pitch deck template

Phase 3: Operations Setup

- ☐ Open Black Nexus business bank account
- ☐ Draft Management Agreement (Setup Concierge → Black Nexus)
- ☐ Draft Partner Vesting Schedule
- ☐ Set up bookkeeping (Wave or QuickBooks)
- ☐ Create SOP library in Notion/Antigravity

Phase 4: Go-to-Market

- ☐ Launch Black Nexus website or landing page
 - ☐ Announce on social media
 - ☐ Identify first 3 outreach targets
 - ☐ Close first Black Nexus client
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Backlog

Setup Concierge Growth

- ☐ Add Black Nexus as featured client on setupconcierge.com
- ☐ Create service package pricing tiers
- ☐ Document WNQ case study

V8 Engine

- ☐ Determine IP ownership (personal vs Black Nexus vs separate entity)

- ☐ Beta launch strategy

Content & Education

- ☐ Launch "Creator Tech" content series
 - ☐ Build partner's social media skills
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Completed

- ☒ Strategic Business Framework created
- ☒ Expert Advisory Panel assembled
- ☒ Entity structure documented (Trust → Holdings → Foundation → Operating)
- ☒ Black Nexus formation checklist created