

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

Backlog

Setup Concierge Growth

- Add Black Nexus as featured client on setupconcierge.com
- Create service package pricing tiers
- Document WNZ 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