

File Organization & Dating — Walkthrough

Date: February 8, 2026

What Was Done

1. Session Assets Restructured

Reorganized `WNQ/Sessions/2026-02-07 Photo Session/` — moved all files into `Assets/Markdown/` and `Assets/PDF/` subfolders.

2. Website & Strategy Assets Restructured

Applied the same `Assets/Markdown/` + `Assets/PDF/` pattern to `WNQ/Website & Strategy/`.

3. Dates Added to All Files

- **Website & Strategy** — 8 files renamed with `_2026-02-06` suffix
- **Black Nexus Pitch Decks** — 4 files renamed with `_2026-02-06`
- **Black Nexus Strategy** — 6 files renamed with `_2026-02-06`
- **Black Nexus Tasks** — 2 files renamed with `_2026-02-06`
- **Sessions** — already had dates, no changes needed

4. WNQ/Assets Renamed to Media

Renamed `WNQ/Assets/` → `WNQ/Media/` per user request.

Final Structure

```
Setup Concierge/
├─ Black Nexus/
│   ├─ Pitch Decks/ (Markdown/ + PDF/, all dated)
│   ├─ Strategy/    (Markdown/ + PDF/, all dated)
│   └─ Tasks/       (Markdown/ + PDF/, all dated)
└─ WNQ/
    ├─ Media/
    ├─ Sessions/
    │   └─ 2026-02-07 Photo Session/
    │       └─ Assets/ (Markdown/ + PDF/)
    └─ Website & Strategy/
        └─ Assets/ (Markdown/ + PDF/, all dated)
```