

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)
```