Start Date	Tasks	Hours	Total hours
06/13/23	Class memo introduction		
06/14/23	Research and memo for draft Spotify biography	10:00AM-12:00pm 2:00pm-5:30pm	5.5
06/15/23	Fix and submit final draft for Spotify biography to advisor	8:00AM-11:00AM	3
06/16/23	Start Project charter for website	8:00AM - 1:00PM	5
06/20/23	Revise Visual Project Proposal	10:00AM - 12:00PM	2
06/21/23	Finish Visual Project Proposal revision	1:00PM-2:30PM	1.5
06/22/23	Finish Project Charter and Start memo for Dr.Stanton	10:00AM - 11:00PM 12:00PM - 2:00PM	3
06/23/23	Finish memo for Dr.Stanton and start research for proposal of website	8:00AM - 11:00AM 12:00PM - 2:30PM	5.5
06/26/23	Project proposal cont.	9:00AM - 12:00PM	3
06/27/23	Revise brochures	8:00AM - 10:00AM 1:00PM - 3:00PM	4
06/28/23	Revise Brochures and business cards	8:00AM - 11:00AM 1:00 - 3:00PM	5
06/29/23	Finish Project Proposal	9:00AM - 11:00AM	2
06/30/23	Submit project proposal and project charter - gather website info	8:00AM - 10:00AM	2
07/03/23	(CLOSED)		41.5
07/04/23	(CLOSED)		
07/05/23	Portfolio website	9:00AM - 12:00PM 1:00PM - 3:00PM	5
07/06/23	Portfolio website	11:00AM - 1:00PM	2
07/07/23	Portfolio website	8:00AM - 12:00PM	4
07/10/23	Memo for class	9:00AM - 11:00AM	2
07/11/23	Portfolio website	9:00AM - 1:00PM	4
07/12/23	Portfolio website	1:00PM - 5:00PM	4
07/13/23	Report 1: Update on web	12:00PM - 5:30PM	5.5
07/14/23	Usability Report		5
07/15/23	How to create files and organize documents on compute	8:00AM - 12:00PM	4
07/17/2023	Shadow contract writing for wedding	8:00AM - 12:00PM 1:00 - 3:00PM	6
07/18/23	Informal Summarized report / Finish portfolio	8:00AM - 11:00AM 12:00PM - 3:00PM	6
07/19/23	Ruby Lane Fliers	9:00AM - 10:30AM 12:30PM - 3:30PM	4.5
07/20/23	Closed Captions to video with summary report	8:00AM - 12:00PM 1:00PM - 3:30PM	6.5
07/21/23	How-to guide on organizing documents/files on Macboc	7:30AM - 12:30PM - 1:30PM - 3:30PM	6
07/24/23	Prepare client cotract document for wedding video	8:00AM - 12:00PM 1:00PM - 5:00PM	8

07/25/23	MINIBAR Flier	8:00AM - 1:00PM	5
07/26/23	Prepare a Presentation for final Portfolio website	7:30AM 12:30PM	5
07/27/23	Revisions on contract for Sorensen // Report what chan;	9:00AM - 2:00PM	5
07/28/23	Presententation on GCV Portfolio website	2:00PM 3:00PM	1
07/31/23	Portfolio for Class		4
08/01/23	Portfolio for class		1
08/02/23			

Status	Notes
Complete	
Complete	
Complete	
Complete	
Complete	
Complete	
Complete	
In Progress	
In Progress	
Complete	
Complete	
Complete	
Complete	Waiting to receive feedback
In progress	Making website
In progress	Make website
In progress	Gather materials to upload to website
Complete	
	Upload videos and edit website contact page
	Upload photgraphy and flyers and edit website about page
Complete	Report 1 -- update on website
Complete	Update on what you've accomplished --what is left to be done
	Make sure work is in the approp. files and places. meeting - take notes
	Write an informal summarized report
complete	Recevied and add feedback from advisor
Complete	Change fonts and date errors
complete	Add closed captions to interview video - summarize the process of how it was accomplished
complete	Based on Zoom meeting
complete	Wait for feedback --possible revisions

complete

complete

Complete   Report your revisions made on Sorensen contract document

complete

complete