

Todos

Branding

- ☒ Agency Name
- ☒ Buy a domain
- ☐ Agency Logo
- ☐ Website design and deploy (point of contact)
- ☐ Social media presence (without overdoing anything)
 - ☐ Linkedin (it's a maybe)
 - ☐ Facebook
 - ☐ Instagram

Systems

- ☒ Project planning documentations and templates
- ☐ Job and invoice tracker (internal software)
- ☒ Project management portal
- ☐ Cold calling and cold outreach planning/message templates
- ☐ Client CRM (built inside the job tracker)
- ☐ Worker Profile Management (built inside the job tracker)

Product Goals

- ☐ Convert **Job tracker** internal app into a production SaaS project
- ☐ Hotel Management portal (Qamar's idea)
- ☐ Lead magnet automation system

Marketplace Presence

- ☒ Upwork (Personal)
- ☐ Upwork (Agency)
- ☐ Freelancer.com
- ☐ Kwork.com

☐ TopTal

☐ People Per Hour

☐ botmer.io

☐ micro1.ai

☐ huzzle.com

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