

#615: Summerhill - General



All Projects :: summerhill.bc.ca :: Project notes

Client:	JensenWorks Technology	Status:	Closed	Hours	
Project:	All Projects	Priority:	Complete / To Be Billed	Estimated:	0
Module:	summerhill.bc.ca	Owned by:	Matthew Jensen	Billable:	38.827
Start date:	04/26/2016	Assigned to:	Matthew Jensen	Unbillable:	1.794
Due date:	09/28/2016			Total:	40.621
Milestone:	<i>None</i>	Followed by:			<i>None</i>

- Comments & Updates
- Time**
- Documents (0)
- History

TASK TIME						
NAME	WORK TYPE	DESCRIPTION	DATE	TIME	BILLABLE	
Matthew Jensen	summerhill.bc.ca	Sent "Door" bottle label, as requested, to Eric and Stephen.	09/28/2016	0.044	Yes	
Matthew Jensen	summerhill.bc.ca	Correspondence with Stephen RE: Offer For Acquisition of summerhillwine.com - which was accepted this morning.	09/28/2016	0.223	Yes	
Matthew Jensen	summerhill.bc.ca	Follow up RE: All Day Breakfast Promo Concept	09/28/2016	0.22	Yes	
Matthew Jensen	summerhill.bc.ca	Prepared and sent summerhill.bc.ca vs summerhillorganic.com to Ezra and Stephen for consideration.	09/28/2016	0.874	Yes	
Matthew Jensen	summerhill.bc.ca	Reviewed emails. Provided	09/28/2016	0.18	Yes	

		blank template of table talker for printing/editing by Stephen, Ryan and Ezra.					
Matthew Jensen	summerhill.bc.ca	Created two additional variations of the All Day Breakfast Promo Concept graphic.	09/28/2016	0.091	Yes		
Matthew Jensen	summerhill.bc.ca	Completed first draft of graphic announcing all day breakfast.	09/28/2016	0.349	Yes		
Matthew Jensen	summerhill.bc.ca	Correspondence with Rory RE: 25th Anniversary	09/27/2016	0.025	Yes		
Matthew Jensen	summerhill.bc.ca	Correspondence with Michael I. RE: Newslite 360.	09/27/2016	0.032	Yes		
Matthew Jensen	summerhill.bc.ca	Additional updates to the AR Help page: http://summerhillorganic.com/ar-help/	09/27/2016	0.11	Yes		
Matthew Jensen	summerhill.bc.ca	Completed 3 additional variations of table talker, including update to AR, update to launch page, and addition of help section.	09/27/2016	1.5	Yes		
Matthew Jensen	summerhill.bc.ca	Call with Maryanne RE: Table Talker.	09/27/2016	0.032	Yes		
Matthew Jensen	summerhill.bc.ca	Call with Maryanne RE: Table Talker.	09/27/2016	0.031	Yes		
Matthew Jensen	summerhill.bc.ca	Call with Stephen RE: Table Talker	09/27/2016	0.096	Yes		
Matthew Jensen	summerhill.bc.ca	Call with Stephen RE: Table Talker.	09/27/2016	0.008	Yes		
Matthew Jensen	summerhill.bc.ca	Call with Maryanne RE: Table Talker.	09/27/2016	0.108	Yes		
Matthew Jensen	summerhill.bc.ca	Call with Stephen RE: Table Talker	09/27/2016	0.005	Yes		
Matthew Jensen	summerhill.bc.ca	Follow up with CS PrintMaster	09/27/2016	0.006	Yes		
Matthew Jensen	summerhill.bc.ca	Correspondence with Stephen.	09/27/2016	0.209	Yes		

Matthew Jensen	summerhill.bc.ca	Regarding need for Table Talkers today: Attempted to call but did not get through. Responded with detailed email, outlining stages of process and weakness points.	09/27/2016	0.55	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence with Stephen, Eric, and Ezra RE: Promo for Summerhill.	09/26/2016	0.436	Yes			
Matthew Jensen	summerhill.bc.ca	Completed updated version of table talker. Sent to Stephen for review, with offer to send to Rory to print, cut and assemble for visual review.	09/25/2016	0.692	Yes			
Matthew Jensen	summerhill.bc.ca	Meeting with all heads RE: 25th Anniversary and meeting with Stephen and Rory RE: current projects.	09/23/2016	3	Yes			
Matthew Jensen	summerhill.bc.ca	Pre-meeting prep.	09/23/2016	0.402	Yes			
Matthew Jensen	summerhill.bc.ca	Testing of Pyramid Table Talker for Quality. Sent email to Mike upon obtaining copy of AP Welcome Letter. Sent with request for clarification of what needs to be changed.	09/22/2016	0.227	Yes			
Matthew Jensen	summerhill.bc.ca	Completed first draft of new CSN Table Talker.	09/22/2016	2.079	Yes			
Matthew Jensen	summerhill.bc.ca	Phone follow-up with Michael from Newsline360.	09/21/2016	0.106	Yes			
Matthew Jensen	summerhill.bc.ca	Various items, including follow up with Stephen and owner of summerhillwine.com in an attempt to acquire for Summerhill.	09/21/2016	0.24	Yes			
Matthew Jensen	summerhill.bc.ca	Spoke to Mike from Newsline 360 at Stephen's request. Send nutshell of conversation results to Stephen for review.	08/31/2016	1.333	Yes			

Matthew Jensen	summerhill.bc.ca	Updated TPI ad with one character change in the Mandarin, outlined ability to print poster to Stephen.	08/31/2016	0.177	Yes			
Matthew Jensen	summerhill.bc.ca	TPI Ad V3 (with translation).	08/30/2016	0.565	Yes			
Matthew Jensen	summerhill.bc.ca	Various requests completed.	08/27/2016	0.317	Yes			
Matthew Jensen	summerhill.bc.ca	Completed and sent first TPI brochure ad concept to Mike and Stephen.	08/24/2016	0.826	Yes			
Matthew Jensen	summerhill.bc.ca	Added announcement about Chokecherry Native Fashion Show.	08/06/2016	0.162	Yes			
Matthew Jensen	summerhill.bc.ca	Updated the spelling of Mike Curran's name on the Summerhill website and offered advice for self-administering his gmail settings to correct the spelling of his name on his email as well.	07/30/2016	0.086	Yes			
Matthew Jensen	summerhill.bc.ca	Created web version of kids menu. Added to site. Replied to Paul with one more request RE: Desserts.	07/30/2016	0.488	Yes			
Matthew Jensen	summerhill.bc.ca	Updated dinner menu.	07/29/2016	0.131	Yes			
Matthew Jensen	summerhill.bc.ca	Provided proposed, reorganized list to Eric.	07/29/2016	0.236	Yes			
Matthew Jensen	summerhill.bc.ca	Updated Lunch and added Grazing section to Bistro section of website. Sent notice of update and request for answers to two questions that came up - to Paul.	07/29/2016	0.357	Yes			
Matthew Jensen	summerhill.bc.ca	Added Gayle Morris to website.	07/28/2016	0.107	Yes			
Matthew Jensen	summerhill.bc.ca	Updated Li to Mike as VP of Export on https://www.summerhill.bc.ca/Contact/Directions-Contacts	07/28/2016	0.074	Yes			

Matthew Jensen	summerhill.bc.ca	Correspondence with Stephen and Paul directly relating to the minstrel chef acquisition. (Noted due to previous line-crossing with AP.)	07/10/2016	0.034	Yes			
Matthew Jensen	summerhill.bc.ca	Commenced looking into proper setup of Wine Club for CC-included online registration.	07/10/2016	0.424	Yes			
Matthew Jensen	summerhill.bc.ca	Sent follow up request to Angele for photo copy of updated till receipt for review.	07/04/2016	0.023	Yes			
Matthew Jensen	summerhill.bc.ca	Supplied follow up WeChat info and credentials to Mike per Stephen's go ahead to do whatever it takes to get it happening.	07/04/2016	0.13	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence with Gregg RE: Portable POS for Barnet.	07/03/2016	0.117	Yes			
Matthew Jensen	summerhill.bc.ca	Met with Stephen, JB, Teena, Mike, and Gabe.	06/29/2016	5	Yes			
Matthew Jensen	summerhill.bc.ca	Setup, prepped and provided complete documentation to Stephen for use of WeChat desktop.	06/29/2016	1.339	Yes			
Matthew Jensen	summerhill.bc.ca	Created DVD of Pyramid Video for Stephen for Air Canada, corresponded with Stephen RE: Availability, CD/DVD for Air Canada, meeting and collecting Stephen's drumming CD.	06/28/2016	1.228	Yes			
Matthew Jensen	summerhill.bc.ca	Meetings with Ryan about Farmer's Market.	06/27/2016	0.625	Yes			
Matthew Jensen	summerhill.bc.ca	Completed various items, including update to the Pyramid page of the website.	06/26/2016	1.051	Yes			
Matthew Jensen	summerhill.bc.ca	Spring/Summer, Winter/Fall Beverage Menu Fine Tuning and Formatting with Dianna.	06/20/2016	1.667	Yes			

Matthew Jensen	summerhill.bc.ca	Commenced recap of Farmer's Market.	06/20/2016	0.181	Yes			
Matthew Jensen	summerhill.bc.ca	Drink menu formatting.	06/20/2016	0.327	Yes			
Matthew Jensen	summerhill.bc.ca	Suggestion box solution proposed.	06/17/2016	0.317	Yes			
Matthew Jensen	summerhill.bc.ca		06/17/2016	4.493	Yes			
Matthew Jensen	summerhill.bc.ca	Created sign up card for wine shop per Angele and sent to Angele for review.	06/12/2016	0.309	Yes			
Matthew Jensen	summerhill.bc.ca	Helicopter Landing Video Requested by Angele for Livi for Client	06/09/2016	1.794	No			
Matthew Jensen	summerhill.bc.ca	Submitted request for Maryanne to complete setup of Square account.	06/09/2016	0.267	Yes			
Matthew Jensen	summerhill.bc.ca	Pre-check on bestof.kelownanow.com - no announcements yet.	06/07/2016	0.04	Yes			
Matthew Jensen	summerhill.bc.ca	On-site meeting.	06/07/2016	0.986	Yes			
Matthew Jensen	summerhill.bc.ca	Phone meeting with Ezra RE: brochure QR codes, follow up call RE: same and RE: email sent in interim RE: Newsletter Signup signage? Kiosk? Checkout? (Method Chosen). Followed up with email to Angele, also inquiring about status of things since last week.	06/06/2016	0.967	Yes			
Matthew Jensen	summerhill.bc.ca	Additional follow up with Donnelee and Tom.	05/30/2016	0.098	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence with Stephen, Paul, Li and Joe RE: various items.	05/30/2016	0.099	Yes			
Matthew Jensen	summerhill.bc.ca	Followed up with Paul RE: New Menus.	05/28/2016	0.033	Yes			
Matthew Jensen	summerhill.bc.ca	Follow up with Stephen and	05/28/2016	0.266	Yes			

		others re: farmer's market and pyramid table talker.						
Matthew Jensen	summerhill.bc.ca	Additional work on printing and constructing prototype of pyramid table talker.	05/26/2016	0.611	Yes			
Matthew Jensen	summerhill.bc.ca	Initial work on printing and constructing prototype of pyramid table talker.	05/26/2016	0.402	Yes			
Matthew Jensen	Stephen Cipes	Correspondence with Stephen, Merlinda, Pelah, Michael, Ezra, etc. on various items.	05/19/2016	0.221	Yes			
Matthew Jensen	summerhill.bc.ca	Responded to Ezra RE: Summerhill Farmer's Market availability for May 25.	05/16/2016	0.321	Yes			
Matthew Jensen	summerhill.bc.ca	Assisted with determination of website accessibility per Ezra's request.	04/26/2016	0.517	Yes			
TOTAL				40.621				