Timeframe Total	10/01/2024 – 12/31/2 104.84 Hours	2024	Clients Projects Tasks Team	All clien All proje All tasks Everyon	cts	
Client	Proje	ct		Task	Person	Hours
10/02/2024						4.25
Refinery Creative	[RC] ⁻	Feam Meetings		Internal Meetings/Communica	Amy ation Rhee	1.75
	Onbo	ard meeting with Lisa				
Muse Honolulu	[MUS	24-11] Marketing Coll	ateral	Design	Amy Rhee	2.00
		Trifold brochure Revisions on trifold bro	ochure, per Li	sa's feedback		
Refinery Creative	[RC] F	Research and Inspirati	on	Account/Project Management	Amy Rhee	0.25
	Famil	iarize with FHB and M	use Dropbox	folders		
Refinery Creative	[RC] I	Research and Inspirati	on	Internal Meetings/Communica	Amy ation Rhee	0.25
	Work	on SMART goals				
10/04/2024						5.50
Refinery Creative	[RC] F	Research and Inspirati	on	Internal Meetings/Communica	Amy ation Rhee	0.50
	Revie	w email briefs on Mus	e project and	look at example		
Muse Honolulu	[MUS	24-14] Floor Plans		Design	Amy Rhee	2.25
	Outlir	e and color code flooi	rplates			
Refinery Creative	[RC] ⁻	Feam Meetings		Internal Meetings/Communica	Amy ation Rhee	1.00
					Tatal	104.94

Client	Project	Task	Person	Hours
	Reflection Meeting			
Muse Honolulu	[MUS24-11] Marketing Collateral	Design	Amy Rhee	1.75
	-v1a tote bag mockup			
10/07/2024				4.25
Muse Honolulu	[MUS24-14] Floor Plans	Design	Amy Rhee	1.25
	Outline and color code floor plates			
Muse Honolulu	[MUS24-11] Marketing Collateral	Design	Amy Rhee	2.00
	-v1b tote bag mockup			
Refinery Creative	[RC] Team Meetings	Internal Meetings/Communication	Amy Rhee	1.00
	Weekly update, add fall photos for socials	, SMART goals, review social	media ema	il
10/09/2024				4.50
Kamehameha Schools	[KS24-13] Kū'ono Marketplace - December 2024	Design	Amy Rhee	2.50
	-v1a red envelope design			
Refinery Creative	[RC] Research and Inspiration	Internal Meetings/Communication	Amy Rhee	1.50
	Review email briefing new project, meeting	g to go over new project, WIF	? meeting	
Leadership Works	[LW24-01] Brand Refresh	Design	Amy Rhee	0.50
	v1a - brand refresh deck			
10/11/2024				4.25
Kamehameha Schools	[KS24-13] Kūʻono Marketplace - December 2024	Design	Amy Rhee	1.00
	-v1b red envelope edits per feedback fron	n Lisa		
Refinery Creative	[RC] Research and Inspiration	Internal Meetings/Communication	Amy Rhee	1.25
			Total	104.84

Client	Project	Task	Person	Hours
	Weekly reflection, WIP meeting, 1 on 1	I with Leslie		
Leadership Works	[LW24-01] Brand Refresh	Design	Amy Rhee	2.00
	v1a - brand refresh color palette and lo	ogo		
10/16/2024				4.00
Refinery Creative	[RC] Research and Inspiration	Internal Meetings/Communication	Amy Rhee	1.50
	WIP meeting, 1 on 1 with Stevie			
Leadership Works	[LW24-01] Brand Refresh	Design	Amy Rhee	2.50
	v1b - brand refresh color palette and le	ogo		
10/18/2024				4.75
Refinery Creative	[RC] Research and Inspiration	Internal Meetings/Communication	Amy Rhee	0.50
	Weekly reflection, review project and f			
Leadership Works	[LW24-01] Brand Refresh	Design	Amy Rhee	2.25
	v1c - brand refresh color palette and lo	ogo, work on deck		
Kamehameha Schools	[KS24-12] Kū'ono Marketplace - November 2024	Design	Amy Rhee	2.00
	Create social media graphic for "Pink	for Pauahi"		
10/21/2024				5.75
Refinery Creative	[RC] Research and Inspiration	Internal Meetings/Communication	Amy Rhee	0.50
	Weekly reflection, review project and f	eedback emails		
Leadership Works	[LW24-01] Brand Refresh	Design	Amy Rhee	1.75
	v1c - brand refresh color palette and lo	ogo, work on deck		
Ashford + Wriston	[AW24-01] Honolulu Magazine Ad	Design	Amy Rhee	3.50
			Total	104.84

Client	Project	Task	Person	Hours
	-v1a Create ad			
10/23/2024				4.25
Refinery Creative	[RC] Research and Inspiration	Internal Meetings/Communication	Amy Rhee	1.00
	Weekly reflection, review project and	d feedback emails		
Hawaiian Airlines	[HA24-43] 11/07 CC ITA (NA)	Design	Amy Rhee	3.25
	Gather images			
10/25/2024				4.75
Refinery Creative	[RC] Research and Inspiration	Internal Meetings/Communication	Amy Rhee	1.50
	Weekly reflection, review project and	d feedback emails, Creative Mornin	gs talk	
Leadership Works	[LW24-01] Brand Refresh	Design	Amy Rhee	2.50
	 v1a Design icons and apply color p Walk-through for home and comm 			
Muse Honolulu	[MUS24-14] Floor Plans	Design	Amy Rhee	0.75
	Outline floor plates for key maps			
10/28/2024				4.00
Refinery Creative	[RC] Research and Inspiration	Internal Meetings/Communication	Amy Rhee	0.25
	Weekly meeting	-		
Leadership Works	[LW24-01] Brand Refresh	Design	Amy Rhee	3.75
	 v1a Website mockup Update primary color palette 			
10/30/2024				4.00
Refinery Creative	[RC] Research and Inspiration	Internal Meetings/Communication	Amy Rhee	0.50
	WIP			

Client	Project	Task	Person	Hours
Leadership Works	[LW24-01] Brand Refresh	Design	Amy Rhee	2.00
	- v1a Website mockup			
Muse Honolulu	[MUS24-12] Drone View Photography	Design	Amy Rhee	1.50
	Photoshop photos			
11/01/2024				4.25
Refinery Creative	[RC] Research and Inspiration	Internal Meetings/Communication	Amy Rhee	1.00
	WIP, Curiosity Audit			
Leadership Works	[LW24-01] Brand Refresh	Design	Amy Rhee	0.75
	- v1a Website mockup		Tinee	
Muse Honolulu	[MUS24-12] Drone View Photography	Design	Amy Rhee	2.50
	Photoshop photos		nnee	
11/04/2024				4.75
Refinery Creative	[RC] Research and Inspiration	Internal Meetings/Communication	Amy Rhee	0.50
	Weekly meeting			
Leadership Works	[LW24-01] Brand Refresh	Design	Amy Rhee	2.00
	- v1a Website mockup		T IIICC	
Muse Honolulu	[MUS24-14] Floor Plans	Design	Amy	1.50
	Key maps		Rhee	
Leiwili Kapolei	[LEI24-01] Brand Identity & Website	Design	Amy Rhee	0.75
	Color palettes			
11/06/2024				4.25
			Total	104.94

Project	Task	Person	Hours
[RC] Research and Inspiration	Internal Meetings/Communication	Amy Rhee	1.25
Weekly meeting, project walkthrough			
[LW24-01] Brand Refresh	Design	Amy Rhee	3.00
- v1b Website mockup			
			3.00
[RC] Team Activities / Lunches	Design	Amy Rhee	2.25
Headshots and brunch			
[MUS24-14] Floor Plans	Design	Amy Bhee	0.50
Key maps		11100	
[RC] Research and Inspiration	Design	Amy	0.25
Red envelope brainstorm		11100	
			4.00
[RC] Holiday/LNY Campaigns	Design	Amy Rhee	0.50
Red envelope design			
[FHB24-27] United Credit Card Social	Design	Amy	1.00
Resize layout for social media posts		Tulee	
[REN24-04] November Social Media	Design	Amy	2.50
Photoshoot		Rhee	
			4.00
[MUS24-14] Floor Plans	Design	Amy	2.00
		Rhee	
	[RC] Research and Inspiration Weekly meeting, project walkthrough [LW24-01] Brand Refresh - v1b Website mockup [RC] Team Activities / Lunches Headshots and brunch [MUS24-14] Floor Plans Key maps [RC] Research and Inspiration Red envelope brainstorm Red envelope design [FHB24-27] United Credit Card Social Media Posts Resize layout for social media posts [REN24-04] November Social Media Photoshoot	[RC] Research and Inspiration Internal Meetings/Communication Weekly meeting, project walkthrough Design [LW24-01] Brand Refresh Design - v1b Website mockup Design [RC] Team Activities / Lunches Design [MUS24-14] Floor Plans Design [MUS24-14] Floor Plans Design [RC] Research and Inspiration Design [RC] Research and Inspiration Design [RC] Holiday/LNY Campaigns Design [RC] Holiday/LNY Campaigns Design [Red envelope design Design [FHB24-27] United Credit Card Social Media Posts Design [REN24-04] November Social Media Design [REN24-04] November Social Media Design	[RC] Research and Inspiration Weekly meeting, project walkthroughInternal Meetings/CommunicationAmy Rhee[LW24-01] Brand Refresh - v1b Website mockupDesignAmy Rhee[RC] Team Activities / Lunches Headshots and brunchDesignAmy Rhee[RC] Team Activities / Lunches Headshots and brunchDesignAmy Rhee[RC] Team Activities / Lunches Headshots and brunchDesignAmy Rhee[RC] Research and Inspiration Red envelope brainstormDesignAmy Rhee[RC] Holiday/LNY Campaigns Red envelope designDesignAmy Rhee[FHB24-27] United Credit Card Social Media Posts Resize layout for social media postsDesignAmy Rhee[REN24-04] November Social Media

Media Posts Phe -v1a Resize layout for social media posts VI a Resize layout for social media posts -v1b Edit per Lisa's feedback Internal Meetings/Communication Check in with Lisa, check in with Leslie, weekly reflection Am 11/18/2024 Internal (MUS24-14) Floor Plans Key maps Design Am Plus Power [PPW24-05] Holiday Card 2024 Planta and the relation of the relation	A Person Hours	Task	Project	Client
-v1b Edit per Lisa's feedbackInternal Meetings/Communication Rhe Check in with Lisa, check in with Leslie, weekly reflectionAmy Rhe11/18/2024Internal (MUS24-14] Floor Plans Key mapsDesignAmy Rhe RhePlus Power(PPW24-05] Holiday Card 2024 -v1a Holiday cardDesignAmy Rhe Rhe RheRefinery Creative(RC) Holiday/LNY Campaigns -v1a Red envelopeDesignAmy Rhe Rhe rhe11/20/2024(RC) Holiday/LNY Campaigns -v1a Red envelopeDesignAmy Rhe Rhe rhe11/20/2024(RC) Team Meetings Review of work with Lisa, check-inInternal Maentings/Communication Rhe rhe rtansfer files from Renaissance Honolulu Hotel & Spa(REN24-05] Media Valet Transfer Maengement Transfer files from Renaissance Honolulu Media Valet to RC dropboxAmy Rhe Rhe Rhe rha rha Logo redesign and color paletteDesignAmy Rhe <br< td=""><td>ign Amy 0.75 Rhee</td><td>Desigr</td><td></td><td>First Hawaiian Bank</td></br<>	ign Amy 0.75 Rhee	Desigr		First Hawaiian Bank
Meetings/Communication Check in with Lisa, check in with Leslie, weekly reflectionRhe11/18/2024[MUS24-14] Floor Plans Key mapsDesignAmy RhePlus Power[PPW24-05] Holiday Card 2024 		sts		
11/18/2024Muse Honolulu[MUS24-14] Floor Plans Key mapsDesignAmp RhePlus Power[PPW24-05] Holiday Card 2024 -v1a Holiday cardDesignAmp RheRefinery Creative[RC] Holiday/LNY Campaigns -v1a Red envelopeDesignAmp Rhe11/20/2024[RC] Team Meetings Review of work with Lisa, check-inInternal Meetings/CommunicationAmp RheRefinery Creative[RC] Team Meetings Review of work with Lisa, check-inAccount/Project ManagementAmp RheSpa[REN24-05] Media Valet Transfer Transfer files from Renaissance HonoluluAccount/Project ManagementAmp RheGay & Robinson[GR24-01] Branding and Website -v1a Logo redesign and color paletteDesignAmp Rhe11/22/2024[RC] Team MeetingsInternal ManagementAmp Rhe11/22/2024[GR24-01] Branding and Website -v1a Logo redesign and color paletteDesignAmp Rhe11/22/2024[RC] Team MeetingsInternal Meetings/CommunicationAmp Rhe11/22/2024[RC] Team MeetingsInternal Meetings/CommunicationAmp Rhe	··· , ··· ,		[RC] Development and Training	Refinery Creative
Muse Honolulu[MUS24-14] Floor Plans Key mapsDesignArm, Rhe Rhe Arm, RhePlus Power[PPW24-05] Holiday Card 2024 -v1a Holiday cardDesignArm, Rhe -v1aRefinery Creative[RC] Holiday/LNY Campaigns -v1a Red envelopeDesignArm, Rhe -v1a11/20/2024Estimation of work with Lisa, check-in Review of work with Lisa, check-in Transfer files from Renaissance Honolulu Hotel & Spa[REN24-05] Media Valet Transfer Management Transfer files from Renaissance Honolulu Hotel a Valet to RC dropboxArm, Rhe Rhe Transfer files from Renaissance Honolulu Hotel a Valet to RC dropboxArm, Rhe Rhe Rhe Rhe Transfer files from Renaissance Honolulu Hotel a Valet to RC dropboxArm, Rhe Rh	reflection	, weekly re	Check in with Lisa, check in with Leslie	
Review of work with Lisa, check-inInternal Management Management Refinery CreativeREVIEW OF WEAT-05] Holiday Card 2024 PW24-05] Holiday cardDesignAmy Rhe Phanagement Review of work with Lisa, check-in11/20/2024[RC] Team Meetings Review of work with Lisa, check-inInternal Management Management Review of work with Lisa, check-inAmy Rhe Phanagement Review of work with Lisa, check-inInternal Management Review of work with Lisa, check-inAmy Rhe Phanagement Rhe Phanagement Rhe Phanagement Rhe Rhe Phanagement Rhe <td>4.00</td> <td></td> <td></td> <td>11/18/2024</td>	4.00			11/18/2024
Plus Power[PPW24-05] Holiday Card 2024 -v1a Holiday cardDesignAmy Rhe RheRefinery Creative[RC] Holiday/LNY Campaigns 	ign Amy 0.50 Rhee	Desigr	[MUS24-14] Floor Plans	Muse Honolulu
Refinery Creative[RC] Holiday/LNY Campaigns -v1a Red envelopeDesignAmy Rhe11/20/2024-v1a Red envelopeInternal Meetings/CommunicationAmy 			Key maps	
Refinery Creative[RC] Holiday/LNY Campaigns -v1a Red envelopeDesignAmy Rhe11/20/2024Refinery Creative[RC] Team Meetings Review of work with Lisa, check-inInternal Meetings/Communication Management Transfer files from Renaissance Honolulu Media Valet to RC dropboxAmy Rhe Review of work with Lisa, check-inAccount/Project Management Review of work with Lisa, check-inAccount/Project Management Rhe Review of work with Lisa, check-inAccount/Project Management Rhe Review of work with Lisa, check-inAccount/Project Management Rhe Rhe Rhe RheAccount/Project Management Rhe Rhe RheAccount/Project Management Rhe Rhe RheAccount/Project Management Rhe Rhe RheAccount/Project Management Rhe Rhe RheAccount/Project Management Rhe Rhe RheAccount/Project Management Rhe RheAccount/Project Management Rhe Rhe RheAccount/Project Management Rhe Rhe RheAccount/Project Management Rhe RheAccount/Project Management Rhe RheAccount/Project Management Rhe RheAccount/Project Management RheAccount/Project Management RheAccount/Project Management RheAccount/Project Management RheAccount/Project RheAccount/Project RheAccount/Project RheAccount/Project RheAccount/Project RheAccount/Project RheAccount/Project RheAccount/Project RheAccount/Project RheAccount/Project RheAccount/Project RheAccount/Project RheAccount/Project RheAcco	gn Amy 2.75 Rhee	Desigr	[PPW24-05] Holiday Card 2024	Plus Power
Index definitionAnd -v1a Red envelopeRhe11/20/2024[RC] Team MeetingsInternal Meetings/CommunicationAmy RheRefinery Creative[RC] Team MeetingsInternal 			-v1a Holiday card	
I1/20/2024Refinery Creative[RC] Team Meetings Review of work with Lisa, check-inInternal Meetings/CommunicationAmy RheRenaissance Honolulu Hotel & Spa[REN24-05] Media Valet Transfer Transfer files from Renaissance Honolulu Hedia Valet to RC dropboxAmy Rhe RheGay & Robinson[GR24-01] Branding and Website -v1a Logo redesign and color paletteDesignAmy Rhe11/22/2024[RC] Team MeetingsInternal Meetings/CommunicationAmy RheRefinery Creative[RC] Team MeetingsInternal Meetings/CommunicationAmy Rhe	gn Amy 0.75 Rhee	Desigr	[RC] Holiday/LNY Campaigns	Refinery Creative
Refinery Creative[RC] Team MeetingsInternal Meetings/CommunicationAmy RheRenaissance Honolulu Hotel & Spa[REN24-05] Media Valet Transfer 			-v1a Red envelope	
Meetings/CommunicationRheReview of work with Lisa, check-inMeetings/CommunicationRheRenaissance Honolulu Hotel & Spa[REN24-05] Media Valet TransferAccount/Project ManagementAmy RheGay & Robinson[GR24-01] Branding and Website -v1a Logo redesign and color paletteDesignAmy Rhe11/22/2024[RC] Team MeetingsInternal Meetings/CommunicationAmy Rhe	5.00			11/20/2024
Renaissance Honolulu Hotel & Spa[REN24-05] Media Valet Transfer Transfer files from Renaissance Honolulu ManagementAccount/Project ManagementAmy Rhe RheGay & Robinson[GR24-01] Branding and Website -v1a Logo redesign and color paletteDesignAmy Rhe11/22/2024[RC] Team MeetingsInternal Meetings/CommunicationAmy Rhe	5		[RC] Team Meetings	Refinery Creative
SpaManagementRheTransfer files from Renaissance Honolulu Media Valet to RC dropboxRheGay & Robinson[GR24-01] Branding and WebsiteDesignAmy Rhe-v1a Logo redesign and color paletteInternalManagementAmy Rhe11/22/2024[RC] Team MeetingsInternal Meetings/CommunicationAmy Rhe			Review of work with Lisa, check-in	
Gay & Robinson[GR24-01] Branding and WebsiteDesignAmy Rhe-v1a Logo redesign and color palette11/22/2024Internal Meetings/CommunicationAmy Rhe			[REN24-05] Media Valet Transfer	
-v1a Logo redesign and color palette Rhe 11/22/2024 [RC] Team Meetings Internal Meetings/Communication Amy Rhe	a Valet to RC dropbox	ılu Media V	Transfer files from Renaissance Honolu	
11/22/2024 [RC] Team Meetings Internal Meetings/Communication Amy Meetings/Communication	gn Amy 4.00 Rhee	Desigr	[GR24-01] Branding and Website	Gay & Robinson
Refinery Creative [RC] Team Meetings Internal Amy Meetings/Communication Refinery Creative [RC] Team Meetings Meetings/Communication Rhe			-v1a Logo redesign and color palette	
Meetings/Communication Rhe	4.00			11/22/2024
Weekly meeting, check-in with Lisa	5		[RC] Team Meetings	Refinery Creative
			Weekly meeting, check-in with Lisa	

Client	Project	Task	Person	Hours
Renaissance Honolulu Hotel & Spa	[REN24-05] Media Valet Transfer	Account/Project Management	Amy Rhee	0.25
	Transfer files from Renaissance Honolul	u Media Valet to RC dropbox		
Muse Honolulu	[MUS24-12] Drone View Photography	Design	Amy Rhee	3.00
	Edit ocean glare in photos			
11/25/2024				4.75
Refinery Creative	[RC] Team Meetings	Internal Meetings/Communication	Amy Rhee	0.50
	Weekly meeting, check-in with Lisa			
Muse Honolulu	[MUS24-12] Drone View Photography	Design	Amy Rhee	2.75
	Edit ocean glare in photos			
Plus Power	[PPW-07] Brandon's Glamp Camp	Design	Amy Rhee	1.50
	Collect illustrations		1.100	
11/27/2024				4.25
Refinery Creative	[RC] Team Meetings	Internal Meetings/Communication	Amy Rhee	0.75
	Weekly meeting, check-in with Lisa	-		
Refinery Creative	[RC] Holiday/LNY Campaigns	Design	Amy Rhee	0.25
	-v1a red envelope design		1	
The Ritz-Carlton Residences, Waikiki Beach	[TRC24-05] Festive Campaign 2024	Design	Amy Rhee	1.75
	-v2 revisions per client feedback (Events -transferring story to Canva	s Calendar)		
Plus Power	[PPW-07] Brandon's Glamp Camp	Design	Amy Rhee	0.25
	Organize concept photos into categorie	S		

Client	Project	Task	Person	Hours
Muse Honolulu	[MUS24-12] Drone View Photography	Design	Amy Rhee	1.25
	Edit ocean into photos			
12/02/2024				4.34
Refinery Creative	[RC] Team Meetings	Internal Meetings/Communication	Amy Rhee	0.75
	Weekly meeting, check-in with Lisa			
Muse Honolulu	[MUS24-14] Floor Plans	Design	Amy Rhee	1.25
	-key map renaming			
Muse Honolulu	[MUS24-12] Drone View Photography	Design	Amy Rhee	1.25
	Edit ocean into photos		1	
The Ritz-Carlton Residences,	[TRC24-05] Festive Campaign 2024	Account/Project	Amy	1.09
Waikiki Beach	-v1a holiday ecard	Management	Rhee	

Total 104.84