

Tasks

For the tasks below, you are free to use any AI tools, YouTube tutorials or any helpful tool as you please. The only two things that matter are: 1) Tasks are delivered as per the instructions and 2) You fully understand, can explain and answer any deep questions about the task.

Task 1: Video Enhancement

Given [this Reel](#). Your goal is to pick only 15 seconds from this video, and follow the following requirements.

- 1- Add 1 Custom Graphic: Introduce one graphic that highlights a key point in the video.
- 2- Add a sound effect that synchronizes with the appearance of your graphic.
- 3- Animation: Apply a suitable entrance and exit animation to the graphic to make it feel dynamic and integrated into the scene. The animation should be smooth, professional, and draw the viewer's attention without being distracting.
- 4- Add subtitles/captions to the reel (in the areas where there are no graphics), and use two distinct fonts:
 - A primary font for emphasis/highlight of a hook/specific point that you think is important to be highlighted.
 - A secondary font for any captions.
- 5- The captions must be in the safe reading zone.
- 6- Upload the final 15-sec video to your Google Drive in mp4 format, 480p, and make sure the sharing permission for the link is set to "everyone can view"

Task 2: Create a system for workflow

Imagine a scenario where you have to manage a constant flow of everyday content writing orders, each order may contain several articles. Articles are assigned to writers then edited/revised/commented on by editors and sent to clients for approval. Once the client approves the content, it's published on our client's website by one of our publishing team members.

Within this context, you have a team of 5 writers, 2 editors, and 1 publisher.

Your objective is to design a system using Google Sheets that enables efficient tracking of the progress for each individual article or task within an order. This system should be flexible, allowing you to monitor the progress of a single task at various points in time.

Assume you started working on this on the 1st of Jan and today is the 20th. Your sheet should show the progress then. Use dummy data/fake data to show your system.

If any specific detail is not mentioned in this scenario, feel free to assume it/make it up on your own but explain/note the assumption somewhere in the sheet.

Provide a view-only link to a Google Sheet you have created.