

Commons Stack Handover Report

Process:

- 1) *Make a copy of this file and rename as "Handover Report - your name"*
- 2) *Fill out this document. Include all relevant links and references.*
- 3) *Schedule a call with the person taking over the task and discuss all the details.*
- 4) *Share your Handover Report with the Core Team.*

 Task/Project: Develop The CS SEO as a content finding strategy


 Taken over by: Yin

 Related Zenhub issues (*number or link*):

<https://app.zenhub.com/workspaces/commons-stack-workspace-5f1206c0362e7b000fc0161b/issues/commons-stack/iteration0/1251>

 Details/notes or other relevant links:


- This will guarantee that all content is easy to find & tagged correctly in all places thereby supporting discoverability
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 Task/Project: Provide social media stats to roll up into a TS membership dashboard

 Taken over by: Yin

 Related Zenhub issues (*number or link*):

<https://app.zenhub.com/workspaces/commons-stack-workspace-5f1206c0362e7b000fc0161b/issues/commons-stack/iteration0/1093>

 Details/notes or other relevant links:

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 Task/Project: Twitter Space - checklist and demo

 Taken over by: Tam

 Related Zenhub issues (*number or link*):

<https://app.zenhub.com/workspaces/commons-stack-workspace-5f1206c0362e7b000fc0161b/issues/commons-stack/iteration0/1150>

 Details/notes or other relevant links:

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 Task/Project: Maria

 Taken over by: Content planning - Monthly Themes

 Related Zenhub issues (*number or link*):

<https://app.zenhub.com/workspaces/commons-stack-workspace-5f1206c0362e7b000fc0161b/issues/commons-stack/iteration0/1172>

 Details/notes or other relevant links:

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 Task/Project: Ongoing / Regular Tasks

 Taken over by: Maria

 Related Zenhub issues (*number or link*):

<https://app.zenhub.com/workspaces/commons-stack-workspace-5f1206c0362e7b000fc0161b/issues/commons-stack/iteration0/895>

 Details/notes or other relevant links:

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 Task/Project: Update the Evergreen / Library

 Taken over by: Usama

 Related Zenhub issues (*number or link*):

<https://app.zenhub.com/workspaces/commons-stack-workspace-5f1206c0362e7b000fc0161b/issues/commons-stack/iteration0/1021>

 Details/notes or other relevant links:

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