STATUS REPORT

Lumen Coffee website

Website redesign · Northwind Studio

8	25%	2	43h
TASKS	DONE	OVERDUE	TIME TRACKED



To do 4 · Client review 1 · In progress 1 · Complete 2

Needs attention

TASK	ASSIGNEE	DUE	STATUS
Moodboard and visual direction	Sara Conti	3 Nov 2026	Client review
Analytics and consent banner		4 Nov 2026	To do

Coming up in the next 14 days

TASK	ASSIGNEE	DUE	STATUS
Homepage design	Sara Conti, Giulia Rossi	10 Nov 2026	In progress
Newsletter templates	Marco Bianchi	14 Nov 2026	To do

Completed in the last 7 days

TASK	ASSIGNEE	COMPLETED
Sitemap and content inventory	Marco Bianchi	30 Oct 2026

All work

To do

4 tasks

TASK	ASSIGNEE	DUE	PHASE	STATUS
Shop integration (Shopify)	Luca Ferri	23 Nov 2026	Build	To do
Newsletter templates	Marco Bianchi	14 Nov 2026	Build	To do
Analytics and consent banner		4 Nov 2026	Build	To do
Launch plan and redirects	Luca Ferri, Marco Bianchi	5 Dec 2026	Launch	To do

Client review

1 task

TASK	ASSIGNEE	DUE	PHASE	STATUS
Moodboard and visual direction	Sara Conti	3 Nov 2026	Design	Client review

In progress

1 task

TASK	ASSIGNEE	DUE	PHASE	STATUS
Homepage design	Sara Conti, Giulia Rossi	10 Nov 2026	Design	In progress
└ Hero illustration	Sara Conti	8 Nov 2026	Design	In progress
└ Homepage copy	Giulia Rossi	9 Nov 2026	Design	To do

Complete

2 tasks

TASK	ASSIGNEE	DUE	PHASE	STATUS
Kick-off workshop and brief sign-off	Giulia Rossi	16 Oct 2026	Discovery	Complete
Sitemap and content inventory	Marco Bianchi	24 Oct 2026	Discovery	Complete