



From: Steve H. [Team Lead]	
To: [+14 team members]	
Date: [REDACTED]	
Object: [RE] Project kick-off meeting	
Hi team, Since a few colleagues missed the meeting, we must reschedule a catch-up meeting on Thursday when Anne will be back from sick leave. Thanks to the productive members who did show up yesterday, we have established and assigned initial tasks. - Draft the initial project timeline by Wednesday. - Prepare a budget estimate for Thursday's meeting. - Review the client's latest feedback by tomorrow morning. [Link to Google Docs notes] Those in charge of these tasks need to keep me updated on their progress so I can monitor the process and avoid delays. We need to keep this client, or we'll lose an important contract. Let me know if there are any questions. Steve H. ER4DE Ad Inc. 	

From: Becca S. [becca.s@er4de.inc]	
To: Steve H. [Team lead] [+13 team members]	
Date: [REDACTED]	
Object: [RE] Project kick-off meeting	
I'm sorry, I'm not sure what this meeting is supposed to be about. Do you have news about the PolCo contract? Becca	

From: Carter O. [car.o@er4de.inc]	3
To: Steve H. [Team lead] [+13 team members]	
Date: [REDACTED]	
Object: [RE] Project kick-off meeting	
Hey Do you have news on Bolgam’s schedule? I need it for the catch-up call with Merwan tomorrow. Carter	

From: Steve H. [Team Lead]	4
To: [+14 team members]	
Date: [REDACTED]	
Object: Project kick-off meeting	
Hi team, I have scheduled the new project kick-off meeting today at 10 AM in Room B. We'll be discussing the project aims and assigning initial tasks for the ad campaign to confirm with the client. Please be prepared to stay available for the coming week. All team members are expected to participate. We need to avoid any delays with new clients. Do not be late. Steve H. ER4DE Ad Inc. 	

From: Alphonse E. [al.e@er4de.inc]	5
To: Steve H. [Team lead] [+13 team members]	
Date: [REDACTED]	
Object: [RE] Project kick-off meeting	
Hey boss! I'm running behind on the budget estimate. I had to cover for Anne on another campaign. Can we push the deadline to Friday morning instead? Sorry for the inconvenience. Al	

From: Annie [annie.r@er4de.inc]	6
To: Steve H. [Team lead] [+13 team members]	
Date: [REDACTED]	
Object: [RE] Project kick-off meeting	
Hey! Sorry, I was on a call for the final steps of the Laughlin project during the meeting and I didn't know about it before planning the call. I'm confused about the timeline: how much time do I need to allocate for the campaign report and customer feedback analysis? Please let me know soon! Annie ER4DE Ad Inc. 	

From: Steve H. [Team lead]	7
To: [+14 team members]	
Date: [REDACTED]	
Object: [RE] Project kick-off meeting	
Hi team, I am still waiting for the initial timeline. Whoever is in charge of that, please let me know. Due to Al's delay on the budget, we're rescheduling the meeting to Friday at 10 AM. We'll review the budget and timeline then. Please adjust your schedules accordingly. Steve H. ER4DE Ad Inc. 	

STEVE'S NOTES – Project Phoenix	Google Docs
- Discussed project scope: Focus is on the client's new feature integration. - Tasks assigned: - Carter: Timeline due by Wednesday. - Al: Budget estimate due by Thursday, rescheduled to Friday due to delay. - Becca: Client feedback review due by Wednesday morning. - Note: Anne on sick leave until Thursday - Client asked to receive updates on Friday morning - Next meeting: Thursday rescheduled to Friday at 10 AM because of Al's delay. - Client update by Monday 9 AM: budget, timeline	

