

Subject: Meeting Reminder: Project Status Review – Oct 5

Body:

Hello Team,

This is a gentle reminder that we have our Project Status Review Meeting scheduled for Saturday, Oct 5 at 3:00 PM IST.

Agenda:

Progress update on deliverables

Upcoming deadlines

Open issues and blockers

Meeting link: Join Zoom Meeting

Please ensure you have your updates ready.

Best regards,

Ravi Kumar

Project Manager | XYZ Solutions