Hey Dr. Muskat,

Hope this finds you well. We wanted to check in and ask if you’d be able to meet sometime this week, maybe Thursday or Friday, to review and sign the Statement of Work document for the project, the agreement that's meant to give deliverables for the upcoming sprints, so you know what to expect from us in the coming weeks. We also have a few new things we’d like to show you, as well as get your critiques and preferences in terms of website design.

Thanks and have a great evening,

Will Keenan-Harte