Subject: Let's Divide and Conquer!

Hey Team,

We've got a bunch of tasks lined up for this week, and I need both of you to step up and take charge. Feel free to decide who's leading what, and please make sure you sync up along the way. If there's anything you need from the project team to get these tasks rolling, just give me a shout.

By the way, we're lucky to have triple the usual resources, so no worries on that front.

Here's the task list in a nutshell:

| **Task** | **Your Lead** |
| --- | --- |
| 1. Schedule a defect triage call with Ben, using the defects list I've shared with the team. Be crystal clear and prep some samples for the triage. | [Name of Responsible Lead] |
| 2. Get all test execution wrapped up before our triage tomorrow—no exceptions, everything included. | [Name of Responsible Lead] |
| 3. Dive into report testing, which means comparing production and preproduction data and doing the functional validation dance. | [Name of Responsible Lead] |
| 4. Set up a chat with Guy when it suits his schedule to go through all those reporting defects. | [Name of Responsible Lead] |
| 5. Time for a pow-wow with the design team to talk through all the business scenarios and, for the ones that didn't quite make it, let's get those risks approved. | [Name of Responsible Lead] |
| 6. Lead the production sanity check test case walkthrough. | [Name of Responsible Lead] |
| 7. Let's get the ball rolling on testing the panel change development. Remember, we've got extra hands available until the end of the month, so let's make the most of it. | [Name of Responsible Lead] |

And remember, I've dropped you a separate email with all the nitty-gritty details I'm expecting in those daily status reports. Please make sure you whip those up daily before our release.

Lastly, our goal is to have the TSR (Test Summary Report) ready by this Wednesday. So, keep an eye out and bring up anything sketchy in tomorrow's call.

I know you've got this. Let's make it happen!

Cheers,