

Subject: Project Planning Meetings – Schedule Update

Hi everyone,

I hope you're all having a great week so far. As we move into the planning phase for the Q2 deployment, we need to confirm a few meeting dates and make sure everyone is aligned.

Upcoming Meetings:

1. Kickoff Meeting

Date: January 24, 2026

Time: 9:30 AM – 11:00 AM

Location: Conference Room B, 3rd Floor

2. Design Review Session

Date: 01/28/2026

Time: 2:00 PM

Location: Zoom (link to follow)

3. Budget Approval Call

Date: Feb 3, 2026

Time: 14:00 (2:00 PM)

Location: Finance Office Suite 210

4. Final Sign-Off Meeting

Date: 2026-02-10

Time: 10:15 AM – 11:45 AM

Location: Engineering HQ, Room 457

Additionally, the Sales Alignment workshop will tentatively be held next month:

Proposed Date: March 7, 2026

Proposed Time: 3 PM – 5 PM

Location: TBD

If anyone has conflicts with these dates or times, please reply before Friday, January 22, 2026.

Best regards,

Alex Thompson

Project Coordinator