

Good Morning! Morning Briefing :)

****Morning Briefing****

****Deadlines:****

- Reminder: Complete mandatory compliance training by end of the month
- RSVP for the product launch event by September 1st

****Meetings:****

- Schedule a meeting to discuss additional resources needed for the marketing team
- Call scheduled to address critical client feedback on recent deployment
- Collaboration call on a new initiative proposed for next week

****Expenses:****

- Budget review spreadsheet attached for review and feedback

****Other/Miscellaneous:****

- Vacation request for October 10th to October 20th submitted
- Forwarded security incident report for review and next steps
- Update needed on Q2 audit findings and remediation actions
- Weekly sales report shows Q2 exceeded expectations but Q3 projections are more conservative