

# Good Morning! Morning Briefing :)

## **\*\*Morning Briefing\*\***

### **\*\*Deadlines:\*\***

- Reminder from Hank: Complete mandatory compliance training by the end of the month.

### **\*\*Meetings:\*\***

- Alice: Discussion needed in next meeting regarding additional resources for marketing team.
- Frank: Schedule a call to address critical client feedback issues.

### **\*\*Expenses:\*\***

- Carol shared revised budget spreadsheet, reach out with any questions or concerns.

### **\*\*Other/Miscellaneous:\*\***

- Dave requested vacation from October 10th to October 20th.
- Eve forwarded a security incident report for review and advice on next steps.
- Grace sent weekly sales performance report highlighting Q2 exceeding expectations but Q3 projections being more conservative.
- Irene invited Dave to a product launch event on September 15th, RSVP by September 1st.
- Jack asks Eve for an update on remediation actions for Q2 audit findings.
- Kate seeks to discuss collaboration on a new initiative with Frank.