

Good Morning! Morning Briefing :)

****Morning Briefing****

****Deadlines:****

- ****Q3 Project Deliverables**** due by 5:00 PM on ****September 2nd****
- ****Timesheets**** for the week ending ****August 29th**** due by 6:00 PM today
- ****Prepare a summary of client feedback and propose solutions**** by ****September 3rd****
- ****Expense report**** for August due by the end of the day

****Meetings:****

- ****Weekly Team Sync Meeting**** on ****August 29th**** at ****3:00 PM**** in ****Conference Room B****
- ****Product Launch Planning Meeting**** on ****September 1st**** at ****4:00 PM**** via Zoom
- ****1:1 meeting with Manager**** Alex on ****August 30th**** at ****4:00 PM**** in ****Meeting Room 2****
- ****Quarterly All-Hands Meeting**** on ****September 5th**** at ****2:00 PM**** in the ****Main Auditorium****

****Expenses:****

- ****Submit**** all receipts and ****expense report**** for August

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

- ****Doctor's appointment**** on ****August 31st**** at ****11:00 AM**** at City Health Clinic
- ****Yoga class**** on ****August 29th**** at ****7:00 PM**** at Downtown Yoga Studio