

# **Good Morning! Morning Briefing :)**

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

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

- Q3 project deliverables due by 5:00 PM on September 2nd
- Submit timesheet for the week ending August 29th by 6:00 PM
- Prepare client feedback summary and solutions by September 3rd
- Submit expense report for August by the end of the day

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

- Weekly Team Sync 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 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 expense report for August by the end of the day

### **\*\*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