**Good afternoon gentlemen, I’m Abdulrahman Yaser the project team leader, I’m really pleased to be your host for this meeting and explain the current project status and what we are currently facing. We’re at week 7 out of 24 weeks available for completing the project and we currently managed to achieve the first milestone of the project on schedule but we’re having a slight delay when it comes to the second milestone due to an unforeseen resource need that was not planned for and has not yet been met since the clients asked for some adjustments and it was approved for but we’re short on labour for doing so, so we really need your approval for providing the required labour to finish the project faster or the delay will be bigger than expected. I’ve in mind a couple of ideas that could help us solve the problem faster. We can hire the required labour from an external company, or we can use the available labour from other projects that finished their part and there’re no need for them now. This’s the last update and I hope you really act ASAP and provide the missing labour soon.**

**With regards Abdulrahman Yaser**