[Manager]: Good morning, everyone. Let's discuss the upcoming product launch. First, marketing.

[Priya]: The campaign will start on June 20th. Social media posts and ads are scheduled.

[Tom]: Should I prepare the email list for the initial announcement?

[Manager]: Yes, Tom, please have it ready by next Monday.

[Sarah]: Do we have all the product images?

[Priya]: I'm waiting for two more from the design team. I’ll follow up today.

[Alex]: Our inventory is ready. Shipping can begin June 22nd.

[Manager]: Perfect. Priya, once you have all images, send them to Tom.

[Priya]: Will do.

[Manager]: Any other points?

[Tom]: Should we arrange a launch event?

[Manager]: Let's plan for a virtual event. Tom, research options and share with the team by Friday.

[Manager]: Thanks, everyone. Let’s reconvene next Tuesday at 10 AM.