

From: Sarah (Project Manager)

To: Team

Subject: Project Timeline Update

Date: 10 Jan 2026, 09:15

Hi Team,

Just a quick update — the client has approved the revised design. Please confirm if we can move the development phase forward to next Monday.

Thanks,

Sarah

From: James (Developer)

To: Sarah

CC: Team

Subject: Re: Project Timeline Update

Date: 10 Jan 2026, 10:02

Hi Sarah,

That works for me. I'll have the initial setup ready by Friday.

Best,

James

On 10 Jan 2026, at 09:15, Sarah sarah@company.com wrote:

Hi Team,

Just a quick update — the client has approved the revised design. Please confirm if we can move the development phase forward to next Monday.

Thanks,

Sarah

From: Priya (Designer)

To: Sarah

CC: Team

Subject: Re: Project Timeline Update

Date: 10 Jan 2026, 10:20

Hi All,

I'm good with that timeline. I'll send the final design files by Thursday.

Regards,

Priya

On 10 Jan 2026, at 10:02, James james@company.com wrote:

Hi Sarah,

That works for me. I'll have the initial setup ready by Friday.

Best,

James

On 10 Jan 2026, at 09:15, Sarah sarah@company.com wrote:

Hi Team,

Just a quick update — the client has approved the revised design. Please confirm if we can move the development phase forward to next Monday.

Thanks,

Sarah

