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| **To: "Chief of Staff"**  **CC:**  **From: "You" <projectmanager@bargainsextra.com.>**  **Subject: RE: Our Next Meeting & A Few Points to Note**  I am confident that the beta version of the app will be ready for their review and feedback by the end of the quarter. I am continuing to stay on top of the team's progress, and I am confident that the development team is committed to delivering an app that meets the leadership team's expectations.  In addition to the presentation, I will also ensure that the board is briefed on the overall e-commerce roadmap and the progress made in the last quarter. I am sure that the board will appreciate the updates and progress, and I am confident that the leadership team will be pleased with the progress made on the App Refresh Project.  Thank you for your time and I look forward to seeing you all at the quarterly board meeting.  Sincerely,  Project Manager  Online and E-commerce Business Unit Bargains Extra |