

Aa



To:

Cc:

Subject: Minutes of our Design Project Meeting

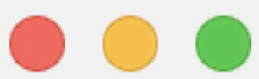
Dear Akash,

It was great meeting you today. As discussed, we will focus on enhancing the digital campaign visuals and adding user interaction elements. We plan to showcase the updated designs on April 15th. Kindly share your feedback by April 18th to maintain our schedule for the final launch on April 30th.

Regards,
Rajiv,
Landor, Mumbai.

Please Note:

Could you please send us an email confirming the accuracy of these meeting notes within 24 hours? If we don't receive an email confirmation from you, we'll take all points as approved, including deadlines. Only because we understand that your time is important.



Aa



To:

Cc:

Subject: Summary of Today's Meeting & Next Steps

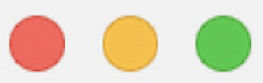
Dear Sameer,

Thank you for today's productive meeting. The Key points discussed were: refining the logo design and integrating more brand colours. We aim to present revised concepts by next Tuesday. Your feedback by Thursday will be crucial to proceed with the finalization. We are targeting project completion by April 20th.

Regards,
Prashant,
Landor, Mumbai.

Please Note:

Hey, one more thing. Do send us an email confirming the accuracy of these meeting notes within 24 hours. If we don't hear from you, we'll take the ideas and deadlines in these notes as approved. Only because we know that every second of your time counts.



Aa



To:

Cc:

Subject: Action Points Post Today's Meeting

Dear Nishad,

Today's meeting was very insightful. We agreed to revisit the campaign tagline and increase the focus on social media channels. We'll circulate new tagline options by next Friday. Your selection and approval by the following Wednesday will enable us to meet our planned new corporate identity launch date of May 5th. Looking forward to your decision.

Regards,
Vishal,
Landor, Mumbai.

Please Note:

Do we have your approval on all the points in these meeting notes? Then drop us an email confirming it. Don't feel like it? That's fine. If we don't hear from you within 24 hours, we'll assume that we're agreed on all points here, including deadlines. Simple. :)