to push back	to bring forward	max	tops	to cut it close
wiggle room	to be pressed for time		crunch time	
somewhere in the neighborhood of		to table	to shelve	to run over
a guesstimate	give or take		to put a pin in it	on short notice

Subject: Timeline Adjustments & Meeting Notes

Hi team,

Just a quick follow-up after today's meeting.

Based on our current pace, my _____ **(1) (approximate number)** is that we'll wrap up testing in _____ **(2) (approximately)** 7 to 10 days — _____ **(3) (plus or minus)** a day or two. That would put us at the final review stage by the end of next week, _____ **(4) (maximum)**. The launch would then be possible by mid-month, _____ **(5) (at most)**.

That said, we've had to _____ **(6) (to reschedule for a later time)** the design walkthrough due to scheduling conflicts, and we'll need _____ **(7) (to reschedule for an earlier time)** the analytics review to make sure we stay aligned with our KPIs. I know it's _____ **(8) (a very busy time)**, and everyone's feeling _____ **(9) (super busy)**, but we're still on track as long as we stay focused.

Just a heads-up: we may be _____ **(10) (leaving barely enough time)** with the client presentation if we don't finalize the graphics by Thursday. There's still a bit of _____ **(11) (extra time just in case)**, but not much. Let's try not to let that task _____ **(12) (last longer than supposed to)** or it'll throw off the rest of the schedule.

Regarding the feedback on the new campaign idea, let's _____ **(13) (pause it)** for now and revisit it next sprint. We'll also need _____ **(14) (to put aside for a short time)** the outreach strategy discussion until we have updated numbers. The content revamp has been _____ **(15) (put aside for a long time)** for the time being until other priorities are cleared.

Thanks again for being flexible with rescheduling today's call _____ **(16) (without a warning in advance)**. I know that's never ideal, but your responsiveness is appreciated.

Best,
Gordon Daly