

to push back	to bring forward	to start from scratch
a step in the right direction	outstanding	a step backward
to flesh it out	to be as good as done	give or take
to tie some loose ends	to go in circles	to make headway
to shelve	to make strides	to go back to the drawing board
to get around to doing something	to mean to do something	to table
to cut it close	somewhere in the neighborhood of	to spin your wheels
on short notice	to tread water	max
the bare bones of	to fine-tune	crunch time
halfway done	to be on the right track	pressed for time
to make a step forward		a tweak

Subject: Project Progress & Next Steps

Hi team,

Just a quick update on where we stand with the website revamp project.

At this stage, the layout is really starting _____ **(1) (to develop a clear form)**. We've got _____ **(2) (the skeleton of)** the homepage and about half of the product pages done. I'm pleased to say we're more than _____ **(3) (50% complete)**, and it finally feels like we're _____ **(4) (progressing correctly)** after a few earlier hiccups.

We've definitely _____ **(5) (made progress)** this week, especially with the content plan, and the new visual mockups are _____ **(6) (the right move)**. I'd say we're _____ **(7) (approximately)** 65% complete, _____ **(8) (plus or minus)** a few tweaks.

That said, it's still _____ **(9) (the busiest time)**, and I know everyone's a bit _____ **(10) (very busy)**. We've had to _____ **(11) (reschedule for a later time)** the client preview meeting by a day, but we'll need to _____ **(12) (reschedule for an earlier time)** the QA session to Thursday to stay on schedule. It might be _____ **(13) (leaving barely enough time)**, but I believe there's still enough _____ **(14) (extra time just in case)** to manage.

A couple of agenda items from this morning's call _____ **(15) (took longer than supposed to)**, so we didn't _____ **(16) (find time to discuss)** the outreach strategy. I _____ **(17) (planned)** to raise it but let's _____ **(18) (pause it)** and revisit during next week's catch-up.

We've also decided _____ **(19) (to put aside for a short time)** the new pricing proposal for now and _____ **(20) (put aside for a long time)** the newsletter redesign entirely until Q3. The marketing video concept, however, is still _____ **(21) (unfinished)** — let's aim to _____ **(22) (make it detailed)** by Friday.

The mobile version, while _____ **(23) (almost finished)** on paper, still needs a few _____ **(24) (small improvements)** and minor

layout adjustments. I'll _____ **(25) (polish)** those tomorrow
— _____ **(26) (I'm handling it)**.

I want to flag that earlier this week we were _____ **(27) (working without progress)** a bit with plugin compatibility issues and it felt like we were _____ **(28) (returning to the same issue again and again)**. Thankfully, we made the call _____ **(29) (to begin from zero)** with a simpler setup, which really helped us _____ **(30) (make a lot of progress fast)**.

We've still got _____ **(31) (to address some tiny unfinished things)**, like finalizing the contact form and adjusting some spacing issues, but overall we've _____ **(32) (advanced further)** since last week's status report. If we stay on this pace, I'd say we'll be done by Tuesday _____ **(33) (maximum)**, Wednesday _____ **(34) (at most)**.

As for the analytics dashboard integration — progress has been slower. We're kind of _____ **(35) (staying afloat without progress)** there, and it might be time _____ **(36) (to go back to the planning stage)** if we can't sort the data feed issue tomorrow.

Lastly, huge thanks to everyone for jumping on that impromptu sync-up _____ **(37) (without a warning in advance)** yesterday. I appreciate the flexibility.

Let's keep pushing — and if you spot anything that looks like _____ **(38) (a regression)**, flag it early.

Cheers,
Myrna Helen