Read the business scenarios and fill in the blanks with the correct form (past simple, past continuous or past perfect) of the verbs in brackets.

1. Last week, we _____ (plan) a meeting with the client, but they _____ (cancel) it at the last minute. We (already/prepare) the materials when they sent the material.

2. While we _____ (discuss) the new marketing strategy, the sales team _____ (present) their latest report. By the time they finished, we _____ (make) several important decision.

3. The company _____ (launch) a new product last year. Before the launch, they _____ (test) it extensively to ensure its success.

4. During the conference call, I _____ (take) notes when suddenly my internet connection _____ (go) down.

5. By the time the CEO _____ (arrive), the team (already/start) the meeting. He _____ (apologize) for being late.

6. We _____ (negotiate) with the supplier when the CFO _____ (call) to inform us about a change in the budget. Fortunately, we _____ (already/make) a deal with them.

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Complete the report with the correct form of the verbs in parentheses.

Last month, our team _____ (start) working on the new product. Initially, we _____ (face) some issues with the design. While the engineers _____ (work) on fixing these issues, the marketing team _____ (already/create) a campaign plan. By the time we _____ (resolve) the design problems, the campaign materials _____ (be) ready for launch.

Unfortunately, just before the product launch, we _____ (discover) a software bug that could impact customer experience. The IT team _____ (test) the product when the bug _____ (appear). Luckily, they _____ (identify) the issue quickly, and within two days, they _____ (release) an update to fix it.

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