

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