

Subject: Clarification Needed on Project Deadlines

Hi Team,

I hope this message finds you well. I wanted to clarify some aspects of our current project deadlines as we continue to coordinate remotely.

1. **Project ABC**: I understand there have been some changes. Could someone confirm if the final submission date has been moved from October 15th to October 22nd?

2. **Weekly Meetings**: Are we still maintaining our usual meeting schedule on Wednesdays at 10 AM, or has there been a new time set?

3. **Reporting Format**: For our weekly progress reports, are there any updates to the format we should follow?

Please feel free to add any additional points of clarification that might benefit the team.

Thank you for your cooperation and support!

Best,

[Your Name]