

Good afternoon, everyone. Thank you for being here. The purpose of today's briefing is to clarify recent changes in our project timeline. First, due to supply chain delays, the deadline for Phase 1 has been extended by two weeks. This adjustment is crucial to maintain the quality of our work.

Second, all team leads are requested to submit updated progress reports by Friday. This will help identify potential bottlenecks early.

Lastly, the weekly team meetings will now be held on Wednesdays at 10 AM to accommodate feedback sessions.

Please direct any questions to my email after the meeting. Thank you for your attention.