

Hello Team,

I want to take a moment to clarify the roles for our current project to ensure we're all on the same page.

First, Jane will be leading the project as our Project Manager, overseeing timelines and ensuring we meet our deadlines.

Tom will handle the technical aspects as our Lead Developer, coordinating with the development team to implement the necessary features.

Sarah will be our main point of contact for client communication, ensuring all feedback and requirements are promptly relayed to the team.

Lastly, Mike will manage the quality assurance process, performing tests and verifying that deliverables meet our quality standards.

If anyone has questions or needs further clarification on their responsibilities, feel free to reach out to me directly. Let's work together to make this project a success.

Thank you.