**Example of a Status email**

Jim,

Just a quick update....

**Marketing Video**- I have attached the Marketing Project Plan so you can see exactly where we are. Currently Brian is working on gathering the images for the PowerPoint files I just sent him an e-mail to see if he is finished. Once completed he will add some animation. Looks like we are **right on schedule** with this project.

**Tutorial video #1**-This project is **also on schedule**. The Storyboard is complete and Skeeter is starting to do her recordings. I just met with John to teach him how to do the narration and add it to our Dropbox. If we continue on Schedule Skeeter will be **done with the recordings** by Friday. John is sitting in on future training sessions so he can help Skeeter if you want to escalate the production of the tutorials.

See my hours below. So far I have put in **9.5 hours**. If you are happy with our progress and you wish me to continue let me know and I will invoice for another retainer-same as last time. Talk to you soon...

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| Date | Hours | Notes |
| 4/11 | 1.5 | Initial Meeting- Kickoff |
| 4/16 | 1.5 hr | Create Project Plan |
| 4/17 | 1 hr | Meeting with Skeeter (roles and responsibiities) |
| 4/18 | 1 hr | Meeting with Jim and Skeeter (Project plan/Scope) |
| 4/19 | 1.5 hrs | Rework plan, meeting with Brian, setup /organize project folders and files |
| 4/23 | .5 hr | Skeeter. Brian-e-mails, phone, review EBS software application |
| 4/24 | 1 hr | Meeting with Brian/Skeeter to review scripts/technical/Dropbox |
| 4/26 | .5 hr | Meeting with Skeeter- Set up Style Guide and PowerPoint template |
| 4/29 | 1 hr | Meeting with John and Skeeter re: Narration recording and complete screencast recording training |

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