

Marketing — Inbox Document

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Marketing — Morning Update Thread

From: N. Clark (Team Lead)

To: Marketing Team

Date: 2026-03-28 08:30

Subject: Daily update + action items

Morning team,

Quick update on where we stand. We have 4 items needing attention today:

- Blog Post for Westport Travel Agency: Status is "Published". Awaiting response from merchant.
- Email Campaign for Harbour Breeze Café: Status is "Draft". Needs follow-up by Friday.
- Blog Post for Prism Light Designs: Status is "Approved". Needs follow-up by Friday. URGENT — deadline approaching.
- Landing Page for Winterhaven Boutique: Status is "In-Review". Awaiting response from merchant.

Also flagging that Westport Travel Agency has come up 4 times this week across different Blog Post and Email Campaign items. Might be worth looking at whether there's an underlying pattern here.

G. Davies is on leave until Tuesday, so A. Smith is covering their queue.

The Jira board shows 9 items in backlog, 8 in progress. Let's aim to close at least 3 today.

Reminder: Brand Guidelines SOP was updated last week — please review if you haven't already.

Replies:

J. Roberts (08:45)

The Harbour Breeze Café issue from yesterday is resolved. Turned out to be a Paid Search mismatch — the data in Braze didn't sync properly. I've updated the MKT ticket.

L. Green (09:02)

I'm looking at Prism Light Designs now. The Campaign_Status shows "Paused" but Finance_Status says "Under Budget". Something's not right — will investigate.

S. King (09:15)

Can someone check Winterhaven Boutique? I think we need to escalate but I can't access Braze (campaign editor) to verify.