

WhatsApp Chat with Zara

144 messages | Jan 4, 2026 – Jan 15, 2026

Sunday, January 4, 2026

09:00 AM **Zara**

Did you get the agreement for the office refresh?

09:11 AM **You**

Yes, signed and attached. Here is a photo of the cover page for our project record.



09:22 AM **Zara**

Thanks. The scope includes the meeting corner, desk layout and reception storage.

09:33 AM **You**

Correct. We are keeping the existing lighting and flooring.

09:44 AM **Zara**

I will track the approvals here so we can find them later.

09:55 AM **You**

Perfect. Let us use this conversation as our working project log.

WhatsApp Chat with Zara

Sunday, January 4, 2026

10:06 AM **Zara**

I visited the office this morning. The room is clear and ready for planning.

10:17 AM **You**

Here is the before photo: desks, plants and the boxes by the wall.



10:28 AM **Zara**

The window side looks ideal for the meeting table.

10:39 AM **You**

Agreed. We should leave the walkway clear from reception.

10:50 AM **Zara**

Can you measure the distance between the wall and the nearest desk?

11:01 AM **You**

I measured 2.4 metres. I have added that to the layout notes.

WhatsApp Chat with Zara

Monday, January 5, 2026

09:00 AM **Zara**

The supplier dropped off the finish samples.

09:11 AM **You**

Here is a photo of the sage fabric, oak sample and cream paint options together.



09:22 AM **Zara**

The lighter oak works well with the existing floor.

09:33 AM **You**

I agree. The sage fabric is softer than the dark green alternative.

09:44 AM **Zara**

Please keep one set of swatches in the project folder.

09:55 AM **You**

Done. I labelled the choices as our preferred palette, pending final approval.

WhatsApp Chat with Zara

Monday, January 5, 2026

10:06 AM **Zara**

Reception called: the first delivery is here.

10:17 AM **You**

Three boxes arrived sealed. Here is the delivery photo before we open them.



10:28 AM **Zara**

Please compare the box count with the delivery note.

10:39 AM **You**

The count matches. I can see no damage on the outer packaging.

10:50 AM **Zara**

Good. Keep the packaging until the furniture has been checked.

11:01 AM **You**

I have moved the boxes to the storage area and noted the delivery time.

WhatsApp Chat with Zara

Tuesday, January 6, 2026

09:00 AM **Zara**

We have the planning session at ten.

09:11 AM **You**

I photographed the whiteboard so the tasks and dependencies are easy to revisit.



09:22 AM **Zara**

Let us put furniture assembly before the final cable check.

09:33 AM **You**

Yes, and leave a separate task for the walkthrough.

09:44 AM **Zara**

I will take responsibility for the supplier questions.

09:55 AM **You**

I will handle room access, setup and the final checklist.

WhatsApp Chat with Zara

Tuesday, January 6, 2026

10:06 AM **Zara**

The meeting corner is ready for its first review.

10:17 AM **You**

Here is the finished corner with the oak table, sage chairs and plant.



10:28 AM **Zara**

That looks welcoming. Is there enough clearance behind each chair?

10:39 AM **You**

Yes. We tested the layout with every seat occupied.

10:50 AM **Zara**

Please keep that photo with the before image.

11:01 AM **You**

Saved both. The difference will be useful in the handover notes.

WhatsApp Chat with Zara

Wednesday, January 7, 2026

09:00 AM **Zara**

Can we review the outstanding items before Friday?

09:11 AM **You**

The desk labels and storage inventory are still open.

09:22 AM **Zara**

I can draft the labels today.

09:33 AM **You**

Thanks. Use the room names from the approved layout.

09:44 AM **Zara**

Would you like a spare set for replacements?

09:55 AM **You**

Yes, please add one spare set to the reception drawer.

10:06 AM **Zara**

The supplier has confirmed the maintenance instructions.

10:17 AM **You**

Please include them in the handover folder.

10:28 AM **Zara**

The fabric can be spot cleaned, but they advise testing a hidden area first.

WhatsApp Chat with Zara

Wednesday, January 7, 2026

- 10:39 AM **You**
- Noted. I will keep the original instructions with the product details.
- 10:50 AM **Zara**
- There is also a separate care sheet for the wood finish.
- 11:01 AM **You**
- I have indexed both sheets so the team can locate the right one.

Thursday, January 8, 2026

- 09:00 AM **Zara**
- How did the first team meeting go in the new corner?
- 09:11 AM **You**
- The team liked the layout and the table size.
- 09:22 AM **Zara**
- Any issues we should address before closing the project?
- 09:33 AM **You**
- One chair needed a small adjustment. It is stable now.
- 09:44 AM **Zara**
- Please record the adjustment and who checked it.
- 09:55 AM **You**
- Added to the checklist along with the date and the follow-up result.

WhatsApp Chat with Zara

Thursday, January 8, 2026

10:06 AM **Zara**

I have reconciled the delivery list against our order.

10:17 AM **You**

Were all items present?

10:28 AM **Zara**

Yes. The quantities and finishes match the approved specification.

10:39 AM **You**

Excellent. I will close the delivery task.

10:50 AM **Zara**

Keep the original order confirmation in the archive too.

11:01 AM **You**

Already saved beside the delivery list and supplier correspondence.

Friday, January 9, 2026

09:00 AM **Zara**

The reception team asked where to keep spare stationery.

09:11 AM **You**

The lower cabinet has a labelled shelf for shared supplies.

09:22 AM **Zara**

Could we add that location to the room guide?

WhatsApp Chat with Zara

Friday, January 9, 2026

09:33 AM

You

Yes. I will include a short note and the cabinet identifier.

09:44 AM

Zara

Please avoid storing anything in the walkway.

09:55 AM

You

Agreed. The guide will explicitly keep the access route clear.

10:06 AM

Zara

We should check the final invoice before authorising payment.

10:17 AM

You

I will compare each line with the agreed scope.

10:28 AM

Zara

The additional plant was approved separately.

10:39 AM

You

I found that approval in this conversation and linked it in the tracker.

10:50 AM

Zara

The remaining items should match the original quote.

11:01 AM

You

They do. I will send the reconciled summary for internal approval.

WhatsApp Chat with Zara

Saturday, January 10, 2026

09:00 AM **Zara**

The finance team acknowledged the summary.

09:11 AM **You**

Did they request any supporting documents?

09:22 AM **Zara**

Just the delivery confirmation and the approval for the plant.

09:33 AM **You**

Both are in the archive. I have sent them the folder references.

09:44 AM **Zara**

Thank you. Keep the payment status separate from the project completion status.

09:55 AM **You**

Understood. The room is complete; payment is awaiting internal approval.

10:06 AM **Zara**

The first-week review is due tomorrow.

10:17 AM **You**

I have asked the team for feedback on seating and storage.

10:28 AM **Zara**

Please include the reception staff as well.

WhatsApp Chat with Zara

Saturday, January 10, 2026

- 10:39 AM **You**
- They are included. I will combine the responses without changing their meaning.
- 10:50 AM **Zara**
- We can then distinguish fixes from future suggestions.
- 11:01 AM **You**
- Good idea. I will keep those in separate sections of the review notes.

Sunday, January 11, 2026

- 09:00 AM **Zara**
- The feedback is in. Most comments concern where supplies are stored.
- 09:11 AM **You**
- That sounds like a guidance issue rather than a layout change.
- 09:22 AM **Zara**
- Yes. Everyone could use the room comfortably.
- 09:33 AM **You**
- I will update the room guide and walk reception through it.
- 09:44 AM **Zara**
- There was also a request for another coat hook.
- 09:55 AM **You**
- Let us record that as a future option, outside the completed scope.

WhatsApp Chat with Zara

Sunday, January 11, 2026

10:06 AM **Zara**

I updated the guide with the storage locations.

10:17 AM **You**

Please send me the version number for the handover record.

10:28 AM **Zara**

It is version 1.2, dated today. The changes are listed on the final page.

10:39 AM **You**

Thanks. I will replace the earlier working copy in the shared folder.

10:50 AM **Zara**

Please retain the previous version in the archive.

11:01 AM **You**

Of course. The live folder will show only the current guide.

Monday, January 12, 2026

09:00 AM **Zara**

Can you confirm who owns the room checks going forward?

09:11 AM **You**

Reception will do the weekly check; facilities will handle repairs.

09:22 AM **Zara**

That division should be clear in the handover.

WhatsApp Chat with Zara

Monday, January 12, 2026

09:33 AM

You

I have named the roles rather than individual staff members.

09:44 AM

Zara

Good. It will remain useful when people change roles.

09:55 AM

You

I will also include the escalation route for anything urgent.

10:06 AM

Zara

The internal payment approval has arrived.

10:17 AM

You

I will update the finance tracker.

10:28 AM

Zara

Please record the approval reference without putting bank details in this chat.

10:39 AM

You

Done. Only the internal reference and status are recorded here.

10:50 AM

Zara

The supplier can get payment details through the finance team.

11:01 AM

You

I have directed them to the usual finance contact.

WhatsApp Chat with Zara

Tuesday, January 13, 2026

09:00 AM **Zara**

We are ready for the final walkthrough.

09:11 AM **You**

I will bring the checklist and the approved layout.

09:22 AM **Zara**

Start with the furniture, then check access and storage.

09:33 AM **You**

After that we can review the guide and document index.

09:44 AM **Zara**

If we find a small issue, note it before signing off.

09:55 AM **You**

Agreed. We will record the result of each check individually.

10:06 AM **Zara**

The walkthrough is complete. All the listed checks passed.

10:17 AM **You**

Did the labels and spare set make it into the drawer?

10:28 AM **Zara**

Yes. Reception confirmed the labels match the room guide.

WhatsApp Chat with Zara

Tuesday, January 13, 2026

10:39 AM

You

Great. I will mark the final setup tasks complete.

10:50 AM

Zara

Please keep the walkthrough notes in the archive.

11:01 AM

You

Saved, with the checklist and the final approval reference.

Wednesday, January 14, 2026

09:00 AM

Zara

The supplier asked whether we need anything else.

09:11 AM

You

No additional work is required for this scope.

09:22 AM

Zara

I will thank them and confirm the handover is complete.

09:33 AM

You

Please mention that future requests will go through facilities.

09:44 AM

Zara

Will do. That should prevent confusion about ongoing support.

09:55 AM

You

I have added the same note to our internal handover record.

WhatsApp Chat with Zara

Wednesday, January 14, 2026

10:06 AM **Zara**

I am checking the archive before we close the project.

10:17 AM **You**

The index should include the agreement, approvals, photos and care instructions.

10:28 AM **Zara**

All present. I also found the delivery record and walkthrough checklist.

10:39 AM **You**

Please verify the current guide is clearly identified.

10:50 AM **Zara**

Version 1.2 is marked current; earlier versions are retained separately.

11:01 AM **You**

That is exactly what we need for an understandable record.

Thursday, January 15, 2026

09:00 AM **Zara**

The follow-up review is scheduled for next month.

09:11 AM **You**

Is that a new project task or a routine room check?

09:22 AM **Zara**

A routine check. Any new work will need a separate request.

WhatsApp Chat with Zara

Thursday, January 15, 2026

09:33 AM

You

I will make that clear in the calendar note.

09:44 AM

Zara

Please link to the handover guide rather than attaching another copy.

09:55 AM

You

Done. That should keep everyone using the current document.

10:06 AM

Zara

Everything is now handed over and the project file is complete.

10:17 AM

You

Thank you for keeping the decisions and photos together throughout.

10:28 AM

Zara

It made the final review much easier to follow.

10:39 AM

You

Agreed. We can trace the room from the first visit through to completion.

10:50 AM

Zara

I will leave the archive index with facilities for future reference.

11:01 AM

You

Perfect. We have a complete record of the work, approvals and handover.