

WhatsApp Chat with Zara

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

Sunday, January 4, 2026

CEP-000001 **Zara** 2026-01-04 09:00:21

Did you get the agreement for the office refresh?

CEP-000002 **You** 2026-01-04 09:11:21

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



Attachment: contract-photo.jpg

CEP-000003 **Zara** 2026-01-04 09:22:21

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

CEP-000004 **You** 2026-01-04 09:33:21

Correct. We are keeping the existing lighting and flooring.

CEP-000005 **Zara** 2026-01-04 09:44:21

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

CEP-000006 **You** 2026-01-04 09:55:21

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

WhatsApp Chat with Zara

Sunday, January 4, 2026

CEP-000007 **Zara** 2026-01-04 10:06:21

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

CEP-000008 **You** 2026-01-04 10:17:21

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



Attachment: office.jpg

CEP-000009 **Zara** 2026-01-04 10:28:21

The window side looks ideal for the meeting table.

CEP-000010 **You** 2026-01-04 10:39:21

Agreed. We should leave the walkway clear from reception.

CEP-000011 **Zara** 2026-01-04 10:50:21

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

CEP-000012 **You** 2026-01-04 11:01:21

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

WhatsApp Chat with Zara

Monday, January 5, 2026

CEP-000013 **Zara** 2026-01-05 09:00:21

The supplier dropped off the finish samples.

CEP-000014 **You** 2026-01-05 09:11:21

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



Attachment: swatches.jpg

CEP-000015 **Zara** 2026-01-05 09:22:21

The lighter oak works well with the existing floor.

CEP-000016 **You** 2026-01-05 09:33:21

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

CEP-000017 **Zara** 2026-01-05 09:44:21

Please keep one set of swatches in the project folder.

CEP-000018 **You** 2026-01-05 09:55:21

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

WhatsApp Chat with Zara

Monday, January 5, 2026

CEP-000019 **Zara** 2026-01-05 10:06:21

Reception called: the first delivery is here.

CEP-000020 **You** 2026-01-05 10:17:21

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



Attachment: delivery.jpg

CEP-000021 **Zara** 2026-01-05 10:28:21

Please compare the box count with the delivery note.

CEP-000022 **You** 2026-01-05 10:39:21

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

CEP-000023 **Zara** 2026-01-05 10:50:21

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

CEP-000024 **You** 2026-01-05 11:01:21

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

WhatsApp Chat with Zara

Tuesday, January 6, 2026

CEP-000025 **Zara** 2026-01-06 09:00:21

We have the planning session at ten.

CEP-000026 **You** 2026-01-06 09:11:21

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



Attachment: whiteboard.jpg

CEP-000027 **Zara** 2026-01-06 09:22:21

Let us put furniture assembly before the final cable check.

CEP-000028 **You** 2026-01-06 09:33:21

Yes, and leave a separate task for the walkthrough.

CEP-000029 **Zara** 2026-01-06 09:44:21

I will take responsibility for the supplier questions.

CEP-000030 **You** 2026-01-06 09:55:21

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

WhatsApp Chat with Zara

Tuesday, January 6, 2026

CEP-000031 **Zara** 2026-01-06 10:06:21

The meeting corner is ready for its first review.

CEP-000032 **You** 2026-01-06 10:17:21

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



Attachment: finished.jpg

CEP-000033 **Zara** 2026-01-06 10:28:21

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

CEP-000034 **You** 2026-01-06 10:39:21

Yes. We tested the layout with every seat occupied.

CEP-000035 **Zara** 2026-01-06 10:50:21

Please keep that photo with the before image.

CEP-000036 **You** 2026-01-06 11:01:21

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

WhatsApp Chat with Zara

Wednesday, January 7, 2026

CEP-000037	Zara	2026-01-07 09:00:21
	Can we review the outstanding items before Friday?	
CEP-000038	You	2026-01-07 09:11:21
	The desk labels and storage inventory are still open.	
CEP-000039	Zara	2026-01-07 09:22:21
	I can draft the labels today.	
CEP-000040	You	2026-01-07 09:33:21
	Thanks. Use the room names from the approved layout.	
CEP-000041	Zara	2026-01-07 09:44:21
	Would you like a spare set for replacements?	
CEP-000042	You	2026-01-07 09:55:21
	Yes, please add one spare set to the reception drawer.	
CEP-000043	Zara	2026-01-07 10:06:21
	The supplier has confirmed the maintenance instructions.	
CEP-000044	You	2026-01-07 10:17:21
	Please include them in the handover folder.	
CEP-000045	Zara	2026-01-07 10:28:21
	The fabric can be spot cleaned, but they advise testing a hidden area first.	

WhatsApp Chat with Zara

Wednesday, January 7, 2026

CEP-000046 **You** 2026-01-07 10:39:21

Noted. I will keep the original instructions with the product details.

CEP-000047 **Zara** 2026-01-07 10:50:21

There is also a separate care sheet for the wood finish.

CEP-000048 **You** 2026-01-07 11:01:21

I have indexed both sheets so the team can locate the right one.

Thursday, January 8, 2026

CEP-000049 **Zara** 2026-01-08 09:00:21

How did the first team meeting go in the new corner?

CEP-000050 **You** 2026-01-08 09:11:21

The team liked the layout and the table size.

CEP-000051 **Zara** 2026-01-08 09:22:21

Any issues we should address before closing the project?

CEP-000052 **You** 2026-01-08 09:33:21

One chair needed a small adjustment. It is stable now.

CEP-000053 **Zara** 2026-01-08 09:44:21

Please record the adjustment and who checked it.

CEP-000054 **You** 2026-01-08 09:55:21

Added to the checklist along with the date and the follow-up result.

WhatsApp Chat with Zara

Thursday, January 8, 2026

CEP-000055 **Zara** 2026-01-08 10:06:21

I have reconciled the delivery list against our order.

CEP-000056 **You** 2026-01-08 10:17:21

Were all items present?

CEP-000057 **Zara** 2026-01-08 10:28:21

Yes. The quantities and finishes match the approved specification.

CEP-000058 **You** 2026-01-08 10:39:21

Excellent. I will close the delivery task.

CEP-000059 **Zara** 2026-01-08 10:50:21

Keep the original order confirmation in the archive too.

CEP-000060 **You** 2026-01-08 11:01:21

Already saved beside the delivery list and supplier correspondence.

Friday, January 9, 2026

CEP-000061 **Zara** 2026-01-09 09:00:21

The reception team asked where to keep spare stationery.

CEP-000062 **You** 2026-01-09 09:11:21

The lower cabinet has a labelled shelf for shared supplies.

CEP-000063 **Zara** 2026-01-09 09:22:21

Could we add that location to the room guide?

WhatsApp Chat with Zara

Friday, January 9, 2026

CEP-000064 **You** 2026-01-09 09:33:21

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

CEP-000065 **Zara** 2026-01-09 09:44:21

Please avoid storing anything in the walkway.

CEP-000066 **You** 2026-01-09 09:55:21

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

CEP-000067 **Zara** 2026-01-09 10:06:21

We should check the final invoice before authorising payment.

CEP-000068 **You** 2026-01-09 10:17:21

I will compare each line with the agreed scope.

CEP-000069 **Zara** 2026-01-09 10:28:21

The additional plant was approved separately.

CEP-000070 **You** 2026-01-09 10:39:21

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

CEP-000071 **Zara** 2026-01-09 10:50:21

The remaining items should match the original quote.

CEP-000072 **You** 2026-01-09 11:01:21

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

WhatsApp Chat with Zara

Saturday, January 10, 2026

CEP-000073 **Zara** 2026-01-10 09:00:21

The finance team acknowledged the summary.

CEP-000074 **You** 2026-01-10 09:11:21

Did they request any supporting documents?

CEP-000075 **Zara** 2026-01-10 09:22:21

Just the delivery confirmation and the approval for the plant.

CEP-000076 **You** 2026-01-10 09:33:21

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

CEP-000077 **Zara** 2026-01-10 09:44:21

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

CEP-000078 **You** 2026-01-10 09:55:21

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

CEP-000079 **Zara** 2026-01-10 10:06:21

The first-week review is due tomorrow.

CEP-000080 **You** 2026-01-10 10:17:21

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

CEP-000081 **Zara** 2026-01-10 10:28:21

Please include the reception staff as well.

WhatsApp Chat with Zara

Saturday, January 10, 2026

CEP-000082 **You** 2026-01-10 10:39:21

They are included. I will combine the responses without changing their meaning.

CEP-000083 **Zara** 2026-01-10 10:50:21

We can then distinguish fixes from future suggestions.

CEP-000084 **You** 2026-01-10 11:01:21

Good idea. I will keep those in separate sections of the review notes.

Sunday, January 11, 2026

CEP-000085 **Zara** 2026-01-11 09:00:21

The feedback is in. Most comments concern where supplies are stored.

CEP-000086 **You** 2026-01-11 09:11:21

That sounds like a guidance issue rather than a layout change.

CEP-000087 **Zara** 2026-01-11 09:22:21

Yes. Everyone could use the room comfortably.

CEP-000088 **You** 2026-01-11 09:33:21

I will update the room guide and walk reception through it.

CEP-000089 **Zara** 2026-01-11 09:44:21

There was also a request for another coat hook.

CEP-000090 **You** 2026-01-11 09:55:21

Let us record that as a future option, outside the completed scope.

WhatsApp Chat with Zara

Sunday, January 11, 2026

CEP-000091 **Zara** 2026-01-11 10:06:21

I updated the guide with the storage locations.

CEP-000092 **You** 2026-01-11 10:17:21

Please send me the version number for the handover record.

CEP-000093 **Zara** 2026-01-11 10:28:21

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

CEP-000094 **You** 2026-01-11 10:39:21

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

CEP-000095 **Zara** 2026-01-11 10:50:21

Please retain the previous version in the archive.

CEP-000096 **You** 2026-01-11 11:01:21

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

Monday, January 12, 2026

CEP-000097 **Zara** 2026-01-12 09:00:21

Can you confirm who owns the room checks going forward?

CEP-000098 **You** 2026-01-12 09:11:21

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

CEP-000099 **Zara** 2026-01-12 09:22:21

That division should be clear in the handover.

WhatsApp Chat with Zara

Monday, January 12, 2026

CEP-000100 **You** 2026-01-12 09:33:21

I have named the roles rather than individual staff members.

CEP-000101 **Zara** 2026-01-12 09:44:21

Good. It will remain useful when people change roles.

CEP-000102 **You** 2026-01-12 09:55:21

I will also include the escalation route for anything urgent.

CEP-000103 **Zara** 2026-01-12 10:06:21

The internal payment approval has arrived.

CEP-000104 **You** 2026-01-12 10:17:21

I will update the finance tracker.

CEP-000105 **Zara** 2026-01-12 10:28:21

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

CEP-000106 **You** 2026-01-12 10:39:21

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

CEP-000107 **Zara** 2026-01-12 10:50:21

The supplier can get payment details through the finance team.

CEP-000108 **You** 2026-01-12 11:01:21

I have directed them to the usual finance contact.

WhatsApp Chat with Zara

Tuesday, January 13, 2026

CEP-000109 **Zara** 2026-01-13 09:00:21

We are ready for the final walkthrough.

CEP-000110 **You** 2026-01-13 09:11:21

I will bring the checklist and the approved layout.

CEP-000111 **Zara** 2026-01-13 09:22:21

Start with the furniture, then check access and storage.

CEP-000112 **You** 2026-01-13 09:33:21

After that we can review the guide and document index.

CEP-000113 **Zara** 2026-01-13 09:44:21

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

CEP-000114 **You** 2026-01-13 09:55:21

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

CEP-000115 **Zara** 2026-01-13 10:06:21

The walkthrough is complete. All the listed checks passed.

CEP-000116 **You** 2026-01-13 10:17:21

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

CEP-000117 **Zara** 2026-01-13 10:28:21

Yes. Reception confirmed the labels match the room guide.

WhatsApp Chat with Zara

Tuesday, January 13, 2026

CEP-000118 **You** 2026-01-13 10:39:21

Great. I will mark the final setup tasks complete.

CEP-000119 **Zara** 2026-01-13 10:50:21

Please keep the walkthrough notes in the archive.

CEP-000120 **You** 2026-01-13 11:01:21

Saved, with the checklist and the final approval reference.

Wednesday, January 14, 2026

CEP-000121 **Zara** 2026-01-14 09:00:21

The supplier asked whether we need anything else.

CEP-000122 **You** 2026-01-14 09:11:21

No additional work is required for this scope.

CEP-000123 **Zara** 2026-01-14 09:22:21

I will thank them and confirm the handover is complete.

CEP-000124 **You** 2026-01-14 09:33:21

Please mention that future requests will go through facilities.

CEP-000125 **Zara** 2026-01-14 09:44:21

Will do. That should prevent confusion about ongoing support.

CEP-000126 **You** 2026-01-14 09:55:21

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

WhatsApp Chat with Zara

Wednesday, January 14, 2026

CEP-000127 **Zara** 2026-01-14 10:06:21

I am checking the archive before we close the project.

CEP-000128 **You** 2026-01-14 10:17:21

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

CEP-000129 **Zara** 2026-01-14 10:28:21

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

CEP-000130 **You** 2026-01-14 10:39:21

Please verify the current guide is clearly identified.

CEP-000131 **Zara** 2026-01-14 10:50:21

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

CEP-000132 **You** 2026-01-14 11:01:21

That is exactly what we need for an understandable record.

Thursday, January 15, 2026

CEP-000133 **Zara** 2026-01-15 09:00:21

The follow-up review is scheduled for next month.

CEP-000134 **You** 2026-01-15 09:11:21

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

CEP-000135 **Zara** 2026-01-15 09:22:21

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

WhatsApp Chat with Zara

Thursday, January 15, 2026

CEP-000136 **You** 2026-01-15 09:33:21

I will make that clear in the calendar note.

CEP-000137 **Zara** 2026-01-15 09:44:21

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

CEP-000138 **You** 2026-01-15 09:55:21

Done. That should keep everyone using the current document.

CEP-000139 **Zara** 2026-01-15 10:06:21

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

CEP-000140 **You** 2026-01-15 10:17:21

Thank you for keeping the decisions and photos together throughout.

CEP-000141 **Zara** 2026-01-15 10:28:21

It made the final review much easier to follow.

CEP-000142 **You** 2026-01-15 10:39:21

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

CEP-000143 **Zara** 2026-01-15 10:50:21

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

CEP-000144 **You** 2026-01-15 11:01:21

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