

Aster Relay: Wednesday packet

Wednesday, October 21, 2026 / 5:30 p.m. Pacific

You are preparing work for Maya Vale, CEO of fictional workflow-software company Aster Relay. Every person, organization, event, amount, message and calendar item in this packet is invented. The dates are the case clock, not the Friday session date.

Role and desired outcome

Use Falcon as the name for the simulated Chief of Staff role. Protect customer trust, make tomorrow's decisions easier and turn a noisy backlog into work the CEO can approve. Produce a readout, a prioritized plan and explicit decision paths. Keep the customer delivery decision under task ID **AR-01** with its original Thursday, October 22, 10 a.m. Pacific deadline.

Evidence and action boundary

Use only this packet and the later Thursday update supplied by the presenter. Do not use tools, connected accounts, browsing, private conversation history or other data. Do not send, schedule, buy, change a calendar or contact anyone. Do not imply that you worked overnight, monitored a source or verified a real system. These are supplied snapshots, not a live inbox. Processing occurs now.

Wednesday response: no more than 300 words

1. CEO readout: the central decision.
2. First three priorities: owner, next step, deadline and W evidence ID. Label inferred ownership Proposed.
3. Decision paths: production evidence required; approvals for a synthetic walkthrough; the calendar conflict.
4. Morning evidence needed: at most three missing inputs. Reassess only when supplied, without promising monitoring.
5. Control line: Prepared / Proposed / Approval required / Actions actually taken. State "No external actions taken."

Separate facts, recommendations and unknowns. Do not invent availability, completed work, commitments or financial impact. Stop after Wednesday and wait for the next supplied update.

Wednesday evidence

W1

CEO Maya Vale: Cedarline Logistics has signed a \$24,000 pilot. Customer kickoff is Thursday at 2:00 PM. We must confirm the delivery format by 10:00 AM Thursday. Bring me a decision brief at the 9:00 AM launch huddle. Do not promise production readiness without evidence. Maya must approve changes to the delivery format. Preserve decision task ID AR-01 and its original 10:00 AM Thursday deadline.

W2

Engineering lead Theo Ames: The final single-sign-on test is Thursday at 8:30 AM. There is no pass result yet. Production activation is blocked until it passes. A synthetic-data demonstration environment is ready; it contains no customer data.

W3

Sales lead Lena Park: Customer sponsor Imani Reed prefers to keep the Thursday meeting if it can be useful. She has NOT yet agreed to a demonstration-only format.

W4

Finance lead Priya Moss: Quarterly review deck is due Thursday at noon. Its figures are final. An hour of editorial polishing remains; this is not customer-launch work.

W5

Supplied fictional calendar: Maya's launch huddle is Thursday 9:00–9:30 AM; her quarterly review prep is 9:15–10:00 AM; the customer kickoff is 2:00–3:00 PM. No other availability is supplied.

W6

Operations lead Ben Rowan: Four low-severity export-formatting tickets are due Friday. None blocks the pilot. Ben owns them.

There is no Thursday evidence in this attachment. Do not invent it.