

## EXECUTIVE SUMMARY

11 messages captured and 10 analysed. 2 staff did not reply. 3 items require manager attention. 3 reminders are awaiting approval. 3 items were held for human review rather than guessed.

## COMPLETED

| TASK                  | OWNER         | REPORTED                                                    | SOURCE |
|-----------------------|---------------|-------------------------------------------------------------|--------|
| <b>Task A</b><br>DONE | Lim Wei Jie   | Task A completed. All materials delivered on time.          | MSG01  |
| <b>Task F</b><br>DONE | Zhang Wei     | Task F is completed, and the materials have been delivered. | MSG08  |
| <b>Task G</b><br>DONE | Ahmad Firdaus | Piling at Berth 3 done.                                     | MSG06  |

## IN PROGRESS

| TASK                         | OWNER         | REPORTED                                                                                                                                                                                                                                           | SOURCE |
|------------------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>Task D</b><br>IN PROGRESS | Rajesh Kumar  | Progress note for the riser installation. Photo of the site attached, plus the signed delivery order PDF for the cable trays.                                                                                                                      | MSG04  |
| <b>Task I</b><br>IN PROGRESS | Ahmad Firdaus | The team mobilised on Monday with four technicians and completed the pull for risers 1 through 6 ahead of the planned sequence. Cable drums for the remaining risers were delivered on Wednesday and have been checked against the delivery order. | MSG10  |

## BLOCKED AND OVERDUE — REQUIRES MANAGER ATTENTION

|                          |                                 |                                                                                                                                                                                                                                             |
|--------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Task B</b><br>BLOCKED | Nurul Aisyah<br>to Daniel Ong   | Confirm supplier quotation for formwork<br><b>still waiting for supplier</b><br><br><b>Recommended:</b> Contact the supplier for a firm delivery date on Task B. If none is given today, source an alternative and inform Nurul Aisyah.     |
| <b>Task E</b><br>OVERDUE | Chua Mei Ling<br>to Priya Menon | Submit QS valuation for Aug claim<br><b>overdue since 2026-07-20</b><br><br><b>Recommended:</b> Task E is past its due date with no completion reported. Confirm revised completion date with Chua Mei Ling and reforecast downstream work. |

**Task H**

**BLOCKED**

Goh Chee Kong  
to Daniel Ong

Marine fender replacement Berth 5  
**waiting for supplier, no ETA**

**Recommended:** Contact the supplier for a firm delivery date on Task H. If none is given today, source an alternative and inform Goh Chee Kong.

**NO REPLY RECEIVED**

| STAFF         | DEPARTMENT | REMINDER STATUS                  |
|---------------|------------|----------------------------------|
| Chua Mei Ling | QS         | Task E reminder pending approval |
| Kamal Hassan  | M&E        | Task J reminder pending approval |

**HELD FOR HUMAN REVIEW**

| REASON           | DETAIL                                                                          | SOURCE |
|------------------|---------------------------------------------------------------------------------|--------|
| UNKNOWN SENDER   | no roster entry for +6599999999                                                 | MSG11  |
| AMBIGUOUS STATUS | 'Task C - almost there.' — progress stated without a resolvable state           | MSG03  |
| AMBIGUOUS STATUS | 'Reaction only; no status stated.' — progress stated without a resolvable state | MSG09  |

Generated automatically from 11 captured messages. Every line above traces to a source message held in the audit trail; no content is inferred. Inference: OpenRouter · openai/gpt-5.4-mini · NOT Singapore-resident. Match threshold: 0.75. This report was produced without human transcription.