Email Subject	Category	Priority	Required Action	Follow-Up Date	Status
Leadership meeting agenda requested	Urgent	High	Prepare agenda for executive review	26/10/2026	pending
Department update reminder	Follow Up	Medium	Send reminder to department lead	27/10/2026	pending
Revised meeting schedule received	Information	low	Update the executive calendar	28/10/2026	pending
Updated clinic contact directory	Reference	low	Save details in the reference folder	30/10/2026	complete