[A picture containing drawing

Description automatically generated](https://www.smartsheet.com/try-it?trp=11764&utm_source=integrated-content&utm_campaign=/content/project-assumptions&utm_medium=Project+Assumptions+Bash+Announcement+Email+doc+11764&lpa=Project+Assumptions+Bash+Announcement+Email+doc+11764)**PROJECT ASSUMPTIONS   
BASH ANNOUNCEMENT   
EMAIL TEMPLATE**

TO: [Recipient(s) of Email]

FROM: [Your Name]

SUBJECT LINE: Assumptions Bash Meeting [Name of Project]

Dear Team,

As we gear up for [insert project name], our first step involves the thorough collection and analysis of project assumptions. You are invited to join us for our Assumptions Bash Meeting. The objective here is simple: we want to tap into your knowledge about the project, sift through assumptions, and zero in on those that, if unchecked, could significantly disrupt the project’s trajectory.

Please come equipped with a pen and sticky notes for this interactive session. If you don't have any on hand, we'll provide you with all the necessary materials!

Meeting date and time:   
[insert here]

Meeting location (or video conference link):   
[insert here]

I appreciate each of you making time amidst your busy schedules to attend this important meeting. Your initial input is vital to the success of this project. I look forward to working with you all!

Thank you,

[Your Name]   
[Contact Information]

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |