



Briefing of the day — 7:15

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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128 messages since 6 p.m. yesterday · 14 lines · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **This is the full version, the one that stays in Teams or in the inbox.** The short version sent on WhatsApp carries no client name, no amount and no site reference.

In one line

128 messages since 6 p.m. yesterday. 96 filed with no action needed, 32 concern you. 4 decisions today, 1 of them before noon. 3 deadlines this week. 5 replies written, ready to go.

The 4 decisions of the day

Decision	Requested by	Before	What is already prepared
Confirm the 14 October installation (Nancy, joinery lot)	Site manager	Noon	Reply written, workshop free from the 9th (ERP)

Decision	Requested by	Before	What is already prepared
Approve sending the additional document (Val-d'Ornain)	Contracts desk	Friday 5 p.m.	Document in the store, attached to the draft
Settle the renewal of the maintenance contract	— (clause deadline)	Saturday	Last 3 service reports
Choose the review index (Ardennes Habitat framework)	— (clause deadline)	Wednesday	Letter written, index to be chosen

What is waiting, and since when

Subject	Waiting for	Who is waiting
Technical sheet, RT-88 profile	6 days	Architecture practice
Reply to a quantity surveyor's application	4 days	Applicant
Hiring a fitter	3 weeks	Workshop manager

The 96 messages filed with no action needed

Family	Count	Rule applied
Copies for information	38	You are in copy, a third party has already replied
Newsletters and software vendors	27	Broadcast sender, no request
Acknowledgements and automatic notices	19	No human recipient
Suppliers — catalogues and sales chasers	12	No request addressed to you by name

None of these 96 messages was deleted or moved out of the inbox: they changed label. Every reopening by the director changes the rule from then on, and the change is dated and readable.

Briefing line to remove or add: _____

Scope of this document: the service operated by Blue Lemon Agent. For an agent deployed at your premises, the applicable location is that of the architecture set out in the quotation and verified before commissioning; local execution is announced only for the configuration explicitly described and accepted in the quotation; the applicable isolation depends on the deployment mode set out in the quotation, no dedicated isolation being presumed; the encryption mechanisms in transit and at rest, their components and key management are those documented for the architecture chosen; roles and permissions are configured and accepted for the identities and systems actually connected; the events logged, their content, their retention period and who may access them are defined for the deployment chosen.