

Decision Log

Dana – Bellevue & Reno trip, 3–6 Nov 2026: rules, decision log and checks

All trip dates are on standard time (US clocks go back Sun 1 Nov): ET = UTC–5, PT = UTC–8, PT is 3 h behind ET.

1. Dana's rules and hard constraints (listed before any option was assessed)

#	Rule / constraint	Type
R1	No flight departing before 07:00 local	Profile rule
R2	No overnight (red-eye) flights	Profile rule
R3	Aisle seat only	Profile rule
R4	Connections of 60 minutes or more	Profile rule
R5	Arrive the day before any external meeting (TrailMart Wed 4). The Reno walk-through with Luis is internal, so R5 does not apply to it.	Profile rule
R6	Hotel within 15 minutes of the meeting when possible	Profile rule (soft)
R7	Total budget \$1,600 all-in (flights, hotels, ground)	Hard constraint
H1	Back in Charlotte for son's school event, Fri 6 Nov 6:00 PM ET (fixed)	Hard constraint
H2	TrailMart meeting Wed 4 Nov 10:00–11:30 AM PT (confirmed)	Hard constraint
H3	Reno walk-through Thu 5 Nov 1:00–3:30 PM PT (not marked confirmed)	Constraint – may be movable
H4	At least 60 min at the airport before every domestic departure	Planning standard

2. Decision log – every option

ID	Leg / item	Date	Depart → Arrive (local)	Seat / detail	Price (\$)	Status	Reason
F1	Flight CLT→SEA, nonstop	Tue 3 Nov	07:05 ET → 09:58 PT	Aisle	\$412	Kept – backup	Meets all rules; \$44 dearer than F2 for no benefit (both land the day before TrailMart).
F2	Flight CLT→SEA, nonstop	Tue 3 Nov	10:40 ET → 13:35 PT	Aisle	\$368	CHOSEN (both plans)	Cheapest compliant outbound; lands day before meeting (R5).
F3	Flight CLT→SEA, nonstop	Tue 3 Nov	17:30 ET → 20:20 PT	Middle only	\$289	Removed	Breaks R3 – no aisle seat.
F4	Flight CLT→SEA, 1 stop DEN	Tue 3 Nov	06:00 ET → 10:15 PT	Aisle; 45-min connection	\$241	Removed	Breaks R1 (departs 06:00) and R4 (45-min connection).
R1	Flight SEA→RNO, nonstop	Wed 4 Nov	14:10 PT → 15:55 PT	Aisle	\$189	Kept – backup	Meets all rules; \$47 dearer than R2. Backup if R2 cancels.
R2	Flight SEA→RNO, nonstop	Wed 4 Nov	18:45 PT → 20:30 PT	Aisle	\$142	CHOSEN (both plans)	Cheapest compliant plan: \$97 less than with R3. Lands Reno Wed night, so no 5:30 AM start on Thursday.
R3	Flight SEA→RNO, nonstop	Thu 5 Nov	07:00 PT → 08:45 PT	Aisle	\$129	Kept – backup	Compliant, but needs a second Seattle night (\$289) and leaving the Bellevue hotel around 5:30 AM. Plan total \$1,563 against \$1,466 with R2. Kept as a backup.
C1	Flight RNO→CLT, 1 stop PHX	Thu 5 Nov	16:20 PT → 23:58 ET	Aisle; 70-min connection	\$338	CHOSEN – Plan B	Meets all rules, but only if the walk-through ends by 2:30 PM PT (with the booked 3:30 PM end she reaches RNO at 3:45, 25 min after the 3:20 check-in cut-off).
C2	Flight RNO→CLT, 1 stop DFW	Thu 5 Nov	22:55 PT → Fri 07:40 ET	Aisle; 55-min connection	\$261	Removed	Breaks R2 (red-eye) and R4 (55-min connection).
C3	Flight RNO→CLT, 1 stop DFW	Fri 6 Nov	08:15 PT → 17:35 ET	Aisle; 75-min connection	\$312	CHOSEN – Plan A	Only Friday option that meets all rules, but lands 25 min before the 6:00 PM school event (H1) – fragile.
C4	Flight RNO→CLT, 1 stop ATL	Fri 6 Nov	06:10 PT → 15:20 ET	Aisle; 60-min connection	\$295	Removed	Breaks R1 (departs 06:10). Kept only as an emergency fallback, pending Dana's approval (summary decision 1).

ID	Leg / item	Date	Depart → Arrive (local)	Seat / detail	Price (\$)	Status	Reason
H1	Hotel Bellevue – 5 min walk to TrailMart	Tue 3 Nov (1 night)		Per night	\$289	CHOSEN (both plans)	Meets R6. Budget allows it in Plan B.
H2	Hotel Bellevue – 25 min drive	Tue 3 Nov		Per night	\$179	Removed	Breaks R6 (a compliant hotel is available) and adds an unpriced ride to TrailMart.
H3	Hotel Reno – 6 min drive to warehouse	Wed 4 Nov (Plan B 1 night; Plan A 2 nights)		Per night	\$149	CHOSEN (both plans)	Meets R6.
H4	Hotel Reno – 35 min drive	Wed 4 Nov		Per night	\$99	Removed	Breaks R6 (a compliant hotel is available).
G1	Rideshare, Seattle airport transfers (×2)	Tue 3 / Wed 4		Per transfer	\$45	CHOSEN	No rental needed; H1 is walkable to TrailMart.
G2	Rideshare, Reno (airport + warehouse)	Wed 4 – Thu 5		Per ride	\$30	CHOSEN	Door-to-door; no rental return before the tight Thursday flight.
G3	Car rental, Reno	Wed 4 – Thu 5		Per day	\$68	Kept – backup	Plan B: 1 day (\$68) vs about \$90 rideshare – saves ~\$22, but a rental return before the tight 4:20 PM flight adds risk. Plan A: 2 days (\$136) costs more than rideshare (\$120).

3. Timing tests

#	Test	Plan	Timing	Result	Comment
T1	CLT check-in for F2	A & B	Dep 10:40 ET → at CLT by 09:40 ET	OK	Normal morning.
T2	Bellevue (H1) → SEA for R2	A & B	Meeting ends 11:30 PT; R2 departs 18:45 PT; check-in by 17:45 PT	OK	Plenty of slack. Leave Bellevue by 15:30 PT to beat rush hour (25 min applies only outside rush).
T3	RNO arrival → hotel	A & B	Land 20:30 PT; H3 about 20 min from RNO (estimate: warehouse is 15 min from RNO, hotel 6 min from warehouse)	OK	Late check-in – guarantee room.
T4	Warehouse → RNO for C1	B	Walk-through ends 14:30 PT; 15-min drive → 14:45; check-in cut-off 15:20	TIGHT	35 min slack. FAILS if walk-through stays 1:00–3:30 (reach RNO 15:45, 25 min after cut-off).
T5	PHX connection on C1	B	70 min	TIGHT	Meets R4 (≥60) with only 10 min spare; last flight home that night.
T6	Hotel → RNO for C3 + Fri metrics review	A	Review 06:00–07:00 PT; C3 check-in by 07:15 PT; drive ~20 min	FLAG	Join the review from the hotel; leave at 07:00 PT and reach RNO ~07:20 – 5 min past the 60-min check-in standard (H4). Carry-on only. Alternative: ask to move the review.
T7	DFW connection on C3	A	75 min	OK	Meets R4.
T8	CLT landing → school event	A	Land 17:35 ET; event 18:00 ET	CRITICAL	25 min to deplane and cross Charlotte. Any delay = missed event.
T9	CLT landing → school event	B	Land Thu 23:58 ET; event Fri 18:00 ET	OK	18 h buffer.
T10	SEA arrival → Hotel H1	A & B	Land 13:35 PT (16:35 ET); rideshare ~25 min outside rush → H1 ~14:30 PT (17:30 ET)	OK	Arrives ~19.5 h before the TrailMart meeting.

4. Clashes with Dana's existing commitments

#	Commitment	Plan	Where Dana is	Result	Action
K1	Mon 2 Nov 9:30–10:30 ET leadership meeting	A & B	Charlotte (trip starts Tue)	OK	None.
K2	Thu 5 Nov 5:30–7:00 PM ET Busy – Personal (= 2:30–4:00 PM PT)	A	In the Reno walk-through 2:30–3:30 PT	CLASH	Dana to decide (decision 2).
K3	Thu 5 Nov 5:30–7:00 PM ET Busy – Personal (= 2:30–4:00 PM PT)	B	At RNO airport (check-in, gate)	CLASH (softer)	Possible from the airport if it is a call; Dana to decide (decision 2).
K4	Fri 6 Nov 9:00–10:00 AM ET metrics review (= 6:00–7:00 AM PT)	A	Hotel H3, then RNO	FLAG	Join from the hotel; leave 07:00 PT – reaches RNO 5 min past the check-in standard (flagged).
K5	Fri 6 Nov 9:00–10:00 AM ET metrics review	B	Charlotte	OK	None.
K6	Fri 6 Nov 6:00 PM ET school event	A / B	A: lands 17:35 ET; B: home Thu night	A: CRITICAL / B: OK	Main reason to prefer Plan B.

Costs

Cost table vs \$1,600 budget (USD, all-in)

Blue = input; green = linked from Task Material; yellow = assumption to confirm

Inputs

Budget, all-in (\$)	\$1,600
Rideshare per Seattle airport transfer (\$)	\$45
Rideshare per Reno airport transfer (\$)	\$30
Reno local ride, hotel ↔ warehouse (\$) – ASSUMPTION	\$30
Reno car rental per day (\$)	\$68

Item	Ref	Unit cost (\$)	Plan B qty	Plan B (\$)	Plan A qty	Plan A (\$)
Flight CLT→SEA, Tue 3 Nov	F2	\$368	1	\$368	1	\$368
Flight SEA→RNO, Wed 4 Nov	R2	\$142	1	\$142	1	\$142
Flight RNO→CLT, Thu 5 Nov	C1	\$338	1	\$338	0	-
Flight RNO→CLT, Fri 6 Nov	C3	\$312	0	-	1	\$312
Hotel Bellevue (nights)	H1	\$289	1	\$289	1	\$289
Hotel Reno (nights)	H3	\$149	1	\$149	2	\$298
Seattle rideshare – airport transfers	G1	\$45	2	\$90	2	\$90
Reno rideshare – airport transfers	G2	\$30	2	\$60	2	\$60
Reno rideshare – hotel/warehouse rides	G2	\$30	1	\$30	2	\$60
Total all-in				\$1,466		\$1,619
Budget				\$1,600		\$1,600
Headroom / (over budget)				\$134		(\$19)
Within budget?				Yes		No – over

Plan B (recommended): Thu evening flight home; needs the Reno walk-through moved to 12:00–2:30 PM PT. Plan A: meetings as booked, fly home Fri morning.

Ride counts – Plan B: SEA→H1, H1→SEA; RNO→H3, warehouse→RNO; H3→warehouse. Plan A: same Seattle; RNO→H3, H3→RNO Fri; H3→warehouse→H3.

Check – second method (SUMPRODUCT of unit cost × qty)

Total by second method	\$1,466	\$1,619
Difference vs Total all-in	-	-
Ties out?	Yes	Yes

Itinerary

Itinerary – Dana, CLT → Bellevue → Reno → CLT, 3–5 Nov 2026 (Plan B, recommended)

Standard time throughout: PT = ET – 3 h. Plan B requires Luis to move the Reno walk-through to 12:00–2:30 PM PT.

Day	Item	Local time	ET	Details	Confirmation	Note
Mon 2 Nov	Leadership meeting (in Charlotte)	9:30–10:30 AM ET	9:30–10:30 AM	Existing commitment – no clash		
Tue 3 Nov	Leave for CLT airport	by 9:40 AM ET	9:40 AM	At the airport 60 min before departure		
Tue 3 Nov	Flight F2 CLT → SEA, nonstop	10:40 AM ET → 1:35 PM PT	10:40 AM → 4:35 PM	Aisle seat	Flight: [CONF # – TBC]	
Tue 3 Nov	Rideshare SEA → Bellevue hotel (H1)	~1:50–2:30 PM PT	~4:50–5:30 PM	About \$45		
Tue 3 Nov	Hotel H1, Bellevue (1 night)	Check-in ~2:30 PM PT	~5:30 PM	5-min walk to TrailMart; \$289/night incl. tax	Hotel: [CONF # – TBC]	
Wed 4 Nov	Walk to TrailMart (late check-out or bags held at H1)	9:45 AM PT	12:45 PM	Ask H1 for a late check-out, or to hold bags until ~3:15 PM PT		
Wed 4 Nov	TrailMart spring-assortment meeting – Kevin Cho & category team (confirmed)	10:00–11:30 AM PT	1:00–2:30 PM	TrailMart, Bellevue WA	Meeting: confirmed	
Wed 4 Nov	Collect bags at H1; rideshare Bellevue → SEA	Leave by 3:30 PM PT	by 6:30 PM	About \$45; 25 min outside rush hour		
Wed 4 Nov	Flight R2 SEA → RNO, nonstop	6:45 PM PT → 8:30 PM PT	9:45 PM → 11:30 PM	Aisle seat; check-in by 5:45 PM PT	Flight: [CONF # – TBC]	
Wed 4 Nov	Rideshare RNO → Reno hotel (H3)	~8:45–9:10 PM PT	~11:45 PM–12:10 AM	About \$30		
Wed 4 Nov	Hotel H3, Reno (1 night)	Late check-in ~9:10 PM PT	~12:10 AM	6-min drive to warehouse; \$149/night; guarantee late arrival	Hotel: [CONF # – TBC]	
Thu 5 Nov	Check out of H3; rideshare to warehouse with bags	~11:45 AM PT	~2:45 PM	Est. \$30 (rate assumed)		
Thu 5 Nov	Reno warehouse peak-readiness walk-through – Luis + 20 temps (started 1 Nov)	12:00–2:30 PM PT	3:00–5:30 PM	Moved from 1:00–3:30 PM PT – pending Luis	Meeting: pending Luis	TIGHT – must end on time

Day	Item	Local time	ET	Details	Confirmation	Note
Thu 5 Nov	Rideshare warehouse → RNO	2:30–2:45 PM PT	5:30–5:45 PM	About \$30; 15 min		
Thu 5 Nov	Busy – Personal (existing)	2:30–4:00 PM PT	5:30–7:00 PM	Falls during check-in / at the gate – Dana to decide		CLASH
Thu 5 Nov	Flight C1 RNO → PHX → CLT (70-min connection)	4:20 PM PT → 11:58 PM ET	7:20 PM → 11:58 PM	Aisle seat; check-in by 3:20 PM PT	Flight: [CONF # – TBC]	TIGHT connection
Fri 6 Nov	Weekly metrics review (in Charlotte)	9:00–10:00 AM ET	9:00–10:00 AM	No clash		
Fri 6 Nov	Son's school event, Charlotte (fixed)	6:00 PM ET	6:00 PM	18 h buffer		

If Luis cannot move the walk-through → Plan A (fallback)

Thu 5 Nov	Reno walk-through as booked	1:00–3:30 PM PT	4:00–6:30 PM	Clashes with Busy – Personal 2:30–3:30 PM PT		CLASH
Thu 5 Nov	Hotel H3, 2nd night			+ \$149 (one more night)	Hotel: [CONF # – TBC]	
Fri 6 Nov	Metrics review from the hotel (H3)	6:00–7:00 AM PT	9:00–10:00 AM	Leave hotel 7:00 AM PT after the review; at RNO ~7:20 – 5 min past the 60-min check-in standard		FLAG
Fri 6 Nov	Flight C3 RNO → DFW → CLT (75-min connection)	8:15 AM PT → 5:35 PM ET	11:15 AM → 5:35 PM	Aisle; check-in by 7:15 AM PT	Flight: [CONF # – TBC]	CRITICAL – 25 min before the school event

Plan A total: \$1,619 – \$19 over budget (see Costs).

Recommended Plan A variant (needs Dana's approval – breaks R1): C4 RNO → ATL → CLT, Fri 6:10 AM PT (9:10 AM ET) → 3:20 PM ET, aisle, 60-min connection, \$295 – 2 h 40 min buffer before the event; metrics review (9:00 ET) would be in flight – move or skip. Plan total \$1,602 – \$2 over budget.

Contingency

Contingency plan – most fragile leg

Fragile leg (Plan B): Thu 5 Nov, warehouse → RNO → C1 16:20 PT via PHX (70-min connection). It is the last flight home Thursday and depends on the walk-through ending by 2:30 PM PT.

Trigger	Decide by	Action	Cost / rule impact
Walk-through running late	2:30 PM PT (5:30 PM ET)	Dana leaves at 2:30 PT sharp; Luis covers the rest by phone or a follow-up call. Rideshare booked for 2:30 in advance.	None
Reaches RNO after 3:20 PM PT check-in cut-off, or C1 cancelled / delayed beyond PHX connection	Thu, at the airport	Rebook onto C3 Fri 08:15 PT (lands 17:35 ET). Book H3 for Thu night (H3 is 6 min away; ask for a flexible rate when booking Wed).	+C3 fare less any C1 refund, +\$149 hotel, +~\$60 rides → over budget; lands 25 min before the school event
Misses PHX connection	On arrival at PHX	Ask the airline for the first PHX→CLT flight landing Fri before ~3:00 PM ET. Overnight in PHX at airline cost if it is their delay.	Depends on airline; keep Fri 6 PM event as the hard limit
If C3 also unsafe (delay forecast Fri morning)	Thu evening	With Dana's prior OK, take C4 Fri 06:10 PT (lands 15:20 ET) – breaks the 07:00 rule but protects the school event.	Breaks R1; approve in advance
Standing measures	Mon 19 Oct	Book refundable/changeable fares where offered; save airline app + agency 24/7 line in Dana's phone; carry-on only (no bag check delays).	None

Fragile leg (Plan A fallback): C3 Fri 08:15 PT lands 17:35 ET – 25 min before the event. Any delay means missing it; C4 (06:10 PT) is the only earlier option and breaks R1.

Messages

To Kevin Cho (TrailMart) – logistics confirmation

Subject: Dana's visit – Wed 4 Nov, spring-assortment meeting

Hi Kevin,

Confirming logistics for Dana's meeting with you and the category team on Wednesday 4 November, 10:00–11:30 AM PT, at TrailMart in Bellevue.

Dana arrives in Seattle on Tuesday afternoon and is staying 5 minutes' walk away, so she will be at reception by 9:50 AM PT. She flies out that evening, so 11:30 works as a firm finish.

Could you please confirm:

1. The room and who she should ask for at reception.
2. The attendees from your category team.
3. Screen/HDMI or video set-up, in case she shares the assortment deck.

If there is any pre-read, please send it by Monday 2 November.

Thank you,

Eddah, on behalf of Dana

Word count: 123

To Luis (Reno warehouse) – arrival and transport

Subject: Dana's peak-readiness walk-through – Thu 5 Nov

Hi Luis,

Dana is looking forward to the walk-through with you and the 20 temps who started on 1 November.

Arrival: she lands at Reno (RNO) on Wednesday 4 November at 8:30 PM PT and stays at a hotel 6 minutes from the warehouse. She will travel by rideshare, so no pick-up is needed.

One request: could we move the walk-through one hour earlier, to 12:00–2:30 PM PT? Her only same-day flight home leaves RNO at 4:20 PM PT, and she needs to leave the warehouse at 2:30 to make it. If that works, please make sure the temps' shift covers 12:00–2:30 PM PT.

If 1:00–3:30 PM PT has to stay, tell us and we will keep it and fly her home on Friday instead.

Could you reply by Monday 19 October, 9:00 AM PT? Also, which entrance should her driver use, and is any PPE needed on the floor?

Thanks,

Eddah, on behalf of Dana

Word count: 165

Summary for Dana (≤150 words, max 2 decisions)

Dana – proposed plan (local time, ET in brackets):

Tue 3 Nov: CLT 10:40 AM ET → Seattle 1:35 PM PT (4:35), aisle. Hotel 5 min from TrailMart.

Wed 4 Nov: TrailMart 10:00–11:30 AM PT (1:00–2:30). Seattle 6:45 PM → Reno 8:30 PM PT (9:45–11:30). Hotel near warehouse.

Thu 5 Nov: walk-through 12:00–2:30 PM PT (1 h earlier; asked Luis), then Reno 4:20 PM PT (7:20) → Charlotte 11:58 PM ET.

\$1,466 of \$1,600; home Thursday night.

Decisions by Mon 19 Oct, noon ET:

1. If Luis can't, Friday's compliant flight lands 5:35 PM ET, 25 min before the school event. 6:10 AM PT (lands 3:20 PM ET) breaks your 7 AM rule. Both run \$2–19 over budget. Recommend 6:10 as fallback.
2. Thursday's Busy – Personal (5:30–7:00 PM ET) falls at Reno airport. Can you take it from the airport, or would you like me to find another time?

Word count: 150; Dana's summary within 150 words? Yes

QA Run

Pre-Send QA Checklist (SOP) – run on this workbook, 17 Oct 2026

Run after the first-review fixes. Result key: Pass / Fixed (error found and corrected) / Open / For you (can't be done from inside Excel).

#	Check	Result	Evidence / fix
1	Every date, time, name and figure matches its source	Pass	Every flight, hotel, price and calendar slot checked against Task Material. Costs ties out by two methods (Plan B \$1,466, Plan A \$1,619).
2	Every time shows its time zone; every weekday matches its date	Fixed	6 times in the Kevin and Luis emails had no zone – PT added. 'Mon' in Dana's summary now 'Mon 19 Oct'. Weekdays checked for 1–6 Nov and 19 Oct.
3	Comparisons are like-for-like	Pass	Plan A vs B and R2 vs R3 compared on full all-in plan totals, same cost lines.
4	Every stated reason is true	Fixed	C4 was called 'Dana-approved' – she hasn't approved it (Decision Log H32). Itinerary A31 and Dana's summary recommended the 6:10 AM flight without saying Plan A is over budget (\$1,602 with C4, \$1,619 with C3).
5	Within every word, sentence and page limit	Pass	Dana's summary 150/150 words, 2 decisions. Emails: no limit in the brief I have, so not tested.
6	Tables, statuses and IDs agree	Fixed	T10 carried T9's comment ('18 h buffer') and T9 was blank – both corrected. Walk-through confirmation changed from a booking-ref placeholder to 'pending Luis'. Other statuses agree across Decision Log, Itinerary, calendar and Contingency.
7	No placeholders left	Open	7 '[CONF # – TBC]' booking refs (Itinerary F8, F10, F14, F16, F21, F27, F29) and 'Eddah' in both emails. Fill at booking / before sending.
8	Every page carries its label; no blank pages	Fixed	Label in the header of every sheet, page numbers in the footer. Itinerary print area started at A3 and cut off row 31 – all sheets now print from A1, fitted to 1 page.
9	Exported to PDF and the PDF checked	For you	Can't export from inside Excel here. Export, then check the PDF (Decision Log at 1 page is small – check it's readable).
10	Re-opened the saved file from the send folder	For you	Save, close, re-open from the send folder and confirm the fixes above are there.
11	Whole document re-checked after last edit	Pass	All 7 sheets rescanned after the final edit: no error values; only the check-7 placeholders remain.
12	Each recipient sees only what they should	Pass	Kevin (external) and Luis emails carry no budget, personal or school details. Dana's personal-time decision is left to her.
Summary		5 pass, 4 fixed, 1 open, 2 for you	

SOP results log

Sample	QA checklist used?	Major errors at first review	What they were
1. Calendar conflicts	No	3	Wrong time to a colleague; summary 2× over its limit; false reason for a rejected option
2. Meeting minutes	No	2	Out-of-date action table; placeholder left in
3. KPI dashboard	No	1	Period mismatch in the budget comparison
4. Trip itinerary (Bellevue & Reno)	Yes – but only after the first review	2	False reason for rejecting R3 (R5 applied to the internal Reno meeting); Plan A Friday times contradicted each other. Also raised, not major: recommending Dana move her personal time; bags on Wednesday. QA run then caught 3 more major errors before resend (check 4 and 6).

QA log

1. 17 Oct 2026 – first QA run on this sample, after first-review fixes: 5 pass, 4 fixed, 1 open, 2 for you.
2. Caught before resend: C4 called 'Dana-approved'; T9/T10 comments mismatched; over-budget Friday options not flagged; 6 times without a zone; Itinerary print area cutting off the last row.
3. Open: 7 booking refs and 2 'Eddah' sign-offs; PDF export and re-open check still to do.