|  |
| --- |
| **To: coreteam@officegreen.com.** |
| **Subject: Customer feedback improvement meeting**  **July 21st** / 10:00 AM / CONFERENCE ROOM |
| **Opening:**  **Hi all,** |
| **Body:**  We recently conducted a survey to gauge customer satisfaction with the product and the service. We surveyed 50 customers over a period of four weeks. After two weeks collecting the feedback from our respondents. The results of the survey revealed three major issues concerning this project which are: Product quality, Delivery timelines, Customer support. |
|
|
| **Closing:**  This issue has been identified to a major hindrance to our service launch. Hope you can join the meeting and provide valuable suggestions to our further action. |
| **Signature:** Aina Ganiu, Project Manager    **Attachments: Meeting Agenda** |