| **To: coreteam@officegreen.com.** | |
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| **Subject: Customer feedback improvement meeting**  **July 21st** / 10:00 AM / CONFERENCE ROOM | |
| **Opening:**  **Hi all,**  **A Plant Pals recently shipped test batches of plants to customers in advance of the formal service launch. To gauge customer satisfaction with the product and the service, we surveyed 50 customers over a period of four weeks. After two weeks, the survey revealed three major issues concerning product quality, delivery timelines, and customer support.** | |
| **Body:**  **In order to better improve our services according to the survey insights, this meeting is hold for generate relative ideas about how to better implement our service request for the future development** | |
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| **Closing:**  **Hope you can join the meeting and provide valuable suggestions to our further action.**  **Best Regards，** | |
| **Signature:** Brenda Yin    **Attachments: Meeting Agenda** | |