

**To: coreteam@officegreen.com**

**Subject: Meeting: Review Customer Survey Insights and Plan Next Steps for Launch**

Thank you all for the great effort you've put into supporting our test shipments for Plant Pals. The improvements we've already made—especially in delivery timelines and customer support—show how quickly we can adapt and make progress together.

I'm scheduling a meeting to review the results of our four-week customer survey and discuss how we can apply the insights to strengthen our support model and delivery processes before the official launch. We'll look at delivery performance, customer preferences for shipment times, and feedback on customer support, including ideas for new tools like live chat.

Please come prepared to share your thoughts and any recommendations related to these areas. Your input will be key as we set priorities and agree on action steps for the launch.

Thank you for your continued dedication—I look forward to our discussion.

Best regards,  
Andrejs Verhovods  
Project Manager

**Signature:** Andrejs Verhovods, Project Manager



**Attachments:** Meeting agenda