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| **To: coreteam@officegreen.com** |
| **Subject: Addressing software failures, focus on live chat options and morning deliveries from survey result** |
| **Good day team,**  **I hope this email meets you all in good health and in good spirit. I congratulate the team on successes recorded so far as I acknowledge all time and efforts put in to achieve said results. Noticeable improvements on our customer satisfaction ratings have been recorded all thanks to you guys.** |
| **We shall be having a meeting on 2/8/2023 by 9am to deliberate on subject matter. In our last survey carried out, we observed there is need to improve on live chat options, check software functionality, and customer preference for early morning deliveries. All this shall be discussed at the meeting which will be open to suggestions and best way forward. Everyone will be expected to give their recommendations on said issues as we deliberate on noted constraints.** |
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| **Let us as a team adopt the needed measures and work towards achieving set goals. Thanks for taking your time to go through this and as you find out time to note down recommendations to be discussed.**  **Regards,** |
| David Udoh, Project Manager    **Attachments: Meeting Agenda** |