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| **To:** coreteam@officegreen.com |
| **Subject:** (Meeting Request July 21st) Discuss the results of shipping test batches and customer satisfaction survey |
| **Opening:** Dear Team members,  I hope you’re having a good week;  I want to congratulate the participants of the test for the quick response on issues and improvements made during the testing period. |
| **Body:**  I request this meeting **@** **July 21st / 10:00 AM / Conference Room**, to discuss the outcomes of our test batches shipment, customer survey results and opportunities for improvement.  Find bellow the attached Meeting agenda with a summary of surfaced issues and improvements made in the second half of the testing period, after receiving feedback, As well as the (3) Topics in discussion, along with the key stakeholders for each topic |
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| **Closing:** Please review the agenda and bring any relevant information from your departments on that matter. I appreciate your time and contributions, keep up the good work!  Best Regards, |
| **Signature:** George T, Project Manager    **Attachments:**  **“Meeting agenda”** |