

To: coreteam@officegreen.com

Subject: Meeting Invitation - Review on the first test batch of plant deliveries

Opening:

Good Afternoon. I am glad to inform you all that we have completed delivering the first test batch of the plant with success.

Body:

From the delivery of the first batch, we have found out few issues which we need to resolve immediately. To find out the solution, we will have a team meeting on **4 September at 10 AM in the Conference Room.**

The issues to be discussed in the meeting:

- 10% of the plants were not properly potted during delivery.
- Only 30% of customer requests and complaints were received due to a software issue
- 80% delivery completion rate, Customers are cancelling their subscriptions.

Closing:

To conduct an efficient meeting, I would like to request everyone to go through the attached 'Meeting agenda' file before attending the meeting. Thanks for your valuable time.

Signature: Fahim Arsad Nafis, Project Manager



Attachments: Meeting agenda