

Hey Team,

Hope you're all doing good! I've got a couple things to talk about and would love to get your input.

First let's talk about our recent project. I'd love to hear your thoughts on it, your feedback is important to me so we can keep things running smoothly. If you can, could you spare a few minutes to let me know what you think? I'm curious to hear your feedback.

Next on the agenda is our upcoming teams meeting, to make sure we find a suitable time for everyone, I set up a poll with some time options. Can you let me know when works best for you? We'll make sure everyone's able to join.

Lastly let's talk about our project timeline, there have been some slight changes to the deadline, check our schedule to see what's changed, we'll also discuss this in the upcoming teams meeting. Let me know if there's anything that needs looking over.

I'm looking forward to hearing your thoughts on the project and your availability for the meeting. Your feedback means a lot to me, we couldn't do without it. Thanks for your attention. I'm looking forward to our continued collaboration.

Cheers,

Raeven van Dijk