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| **To:** [**coreteam@officegreen.com**](mailto:coreteam@officegreen.com) |
| **Subject: Mandatory Team Meeting Discussion about Survey** |
| **Opening:**  **Hello all,**  **I hope this email finds you well. The Plant Pals project has been very successful so far, thanks to all of you for putting in the time, energy, and effort these past weeks.** |
| **Body:**  **We have just finished the four-week-long survey with our first test deliveries and now is the time to discuss the results and feedback. Many things went well and some need improving. I would like to discuss my insights on quality, deliveries, and customer support. I would like to arrange this meeting to be held this following Monday at 10 am.** |
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| **Closing:**  **For this meeting, there will be quite a bit of brainstorming, discussions about said topics, and so forth. I will attach the meeting agenda so that you will be better prepared when you step into the office on Monday. I appreciate everyone for their time and look forward to seeing all faces next week.** |
| **Signature:** Ly Seanghouch, Project Manager    **Attachments: Meeting Agenda** |