

To: coreteam@officegreen.com

Subject: Project Meeting on 15 June 2022, 10 AM

Dear Team members,

My congratulations to each of you! We made test shipment for our project and have some results! Thank you for your hard work and such a great progress.

We recently shipped test batches of plants to customers in advance of the formal service launch and after that we surveyed 50 customers.

The survey revealed three major issues concerning product quality, delivery timelines, and customer support.

This feedback will help us to make improvements to later test shipments and project launch.

So, I would like to discuss with you: product quality, delivery timelines, and customer support.

Please do some preparations for these topics of our discussion, as well, bring along relevant materials that could help us to fix the issues.

Please confirm your attendance on 15 June 2022 meeting.

Thank you.

Have a good day!

Signature: Vladimir, Project Manager



Attachments: Meeting_agenda.docx