

To: coreteam@officegreen.com

Subject:Next Steps after Survey Report on Shipment and Customer Satisfaction

Opening:Our work on the shipment of our products and customer satisfaction has been progressing very well. However, there are a few knots to tie after the survey report. I would like to solicit your feedback on the survey findings so that we can define the next steps regarding the shipment of our products to attain the desired customer satisfaction.

Body:As a team, we have to meet to discuss the improvement of our shipments to our customers. We always want our customers to be satisfied with our services. The meeting starts at 10 am, July 21st.

Closing:I must congratulate the team for doing much on customer services and shipment. This meeting is a fine-tuning session for better customer service. Please take note of the action items in the agenda where I suggest that some team members will be the lead discussants for the agenda points. I thank you so much for the great team we are putting up.

Signature: Lakshmi Kadali, Project Manager



Attachments:Meeting Agenda

https://docs.google.com/document/d/1Z_z1t4N6jDsQ2bIZCCuUJxokG-SYzLa71W_o3cXZIYY/edit?usp=sharing