

**To:** coreteam@officegreen.com

**Subject:** Project Meeting on 21 March 2022, 9am

Dear Team,

Thank you for your commitment to this project and it has been a good progress so far.

I have received feedback from 50 customers about the products and I would like to discuss the results and feedback on how to improve the quality, deliveries, guides and software issues before the real launch in April.

The Fulfillment Director will present the deliveries section, IT Specialist on software issues, Training Manager on user guides and Customer Service Manager on enhancements.

Please do prepare for discussion and bring along relevant materials as reference.

Please reply using Office Meeting buttons to confirm your attendance on 21<sup>st</sup> March 2022.

Thank you.

**Signature:** Peta, Project Manager



**Attachments:** Agenda.docx