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| **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.** |
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| **Please do prepare for discussion and bring along relevant materials as reference.**  **Please reply using Office Meeting buttons to confirm your attendance on 21st March 2022.**  **Thank you.** |
| **Signature:** Peta, Project Manager    **Attachments: Agenda.docx** |