

Proposed Meeting Press Release for Sunday

Group name: FUTURE BUILDERS

Subject: Urgent Team Meeting for Project Planning and Task Assignment

Dear Team Members,

I hope this message finds you well. As the deadline for our project approaches, it's crucial to align our efforts and make sure we're on track. To ensure we stay organized and meet all deliverables on time, I propose a team meeting on:

Date: Sunday, 1 November 2024

Time: 9pm online

Venue: [Google meet]

Agenda:

1. Review of project requirements and deadlines.
2. Finalize the minor project topic.
3. Assign tasks to team members.
4. Set realistic deadlines for each task to ensure we finish before the due date.
5. Address any challenges or concerns.

Your attendance and input are critical for the success of this project. Please confirm your availability.

Looking forward to collaborating with all of you!

Best regards,

Becky

Team Coordinator