I am supposed to have a meeting with another team in English some day next week at my workplace and I am trying to brainstorm scenarios and expressions that may happen at the meeting.

Although I work at the same floor with the other team, we may not know each other by face and have never talked with each other.

1. Meeting Invitation and Agenda

Hi Macro (Macro is the manager of the EDP team and he replied my email last time) That sounds fine

I would like to discuss details with your team about the file transfer solution for VA Printing project on October 17 at 14:00 at meeting room 3.

The meeting date and time is suggestive and it is adjustable to your availability.

I would like to discuss with your team the details of the proposed file transfer solution for the VA Printing project.

I’ve made a provisional booking of meeting room 3 on October 17 at 14:00. I hope that will suit you, but please let me know if you would prefer a different day or time, and I will adjust the booking accordingly.

Could you let me know which of your team members will be present? Thank you.

Agenda

1. Background of VA Printing Project
2. Files and File Transfer Solutions
3. EDP Team’s Opinions and Solutions

Note: By “Files and File Transfer Solutions”, I intend to say the files for under file transfer solutions, and the file transfer solutions that I am considering. I think that is clear – I would read it that way.

EDP team is a special inhouse team for implementing file transfer solutions. OK, thanks.