

To: coreteam@officegreen.com

Subject: Team Meeting: Follow-up feedback from customer survey

Opening: Hey everyone!! Hope y'all in good shape. I want to appreciate your effort until this time to contribute and collaborate on the task in order to finish the project and hopefully the outcome will become a good state of the art.

Body:
But of course there is still room for improvement. Two weeks ago, the company launched a survey for tracking shipped test batches of plants to the customer in order to maintain quality. The survey was launched for 50 customers over a period of four weeks, yet it had interesting parts of room improvement that we could discuss. So, hopefully we could make a team meeting at the date that I attached in the Meeting agenda. I had shared it in the below attachment.

Closing: Hopefully before the agenda, each of the team project members read all the materials they needed in order to be prepared for the discussion sessions. Thank you for your attention and please take care your health!!

Signature: Miftahul A, Project Manager



Attachments: [Activity Template: Meeting agenda - Google Docs](#)