| **To: coreteam@officegreen.com** | |
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| **Subject: Next Steps Brainstorming Sessions** | |
| **Opening: Good Morning Team. Wonderful job for the past few weeks. We are moving closer to our milestones. Congratulations everyone!** | |
| **Body: For our next meeting we will get updated on our current status and some things which we can improve further. The details are in the attached file. I used a scheduling assistant to come up with the time available in everyone's schedule. My proposed date for the meeting is July 21, 10 AM. In case there are changes, please let me know in advance.** | |
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| **Closing: Please, do not hesitate to contact me if there are any questions upon reviewing the agenda. Have a great weekend.** | |
| **Signature:** Shikhar Satpute, Project Manager    **Attachments: “Meeting Agenda”** | |