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| **To:** coreteam@officegreen.com |
| **Subject:** Office Green Team Meeting |
| **Opening:** Hello, Team.  Many thanks for your great work thus far. The support and effort shown is impeccable and I am beyond proud of the progress we have made. |
| **Body:**  However, during the test run of the Plant Pals Project we faced some challenges and the likelihood to impact failure is very high. I believe we as a team can solve anything we face as an obstacle; hence, I want to hold a meeting to discuss and address these  challenges.  The meeting is scheduled on Tuesday, March 16 at 11500hrs A the Main Boardroom. The meeting should last about an hour. I have also attached the meeting agenda for your perusal prior to the meeting outlining each of the topics so you can prepare any data beforehand.  Meeting invitations should follow. |
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| **Closing:** If everyone could prepare by reviewing their project contributions thus far, that would be very helpful. Looking forward  to the discussion. Thanks |
| **Signature:** Zoilo Silang, Project Manager    **Attachments:** Meeting Agenda |