

To: Angel S., Financial Analyst; Anwar A., Fulfillment Director; Natalia C., Human Resources Specialist; Diana E., QA Tester; Carola A., Customer Service Manager; Martin A., IT Specialist; Lorena R., Inventory Manager; Sergio C., Training Manager

Subject: Important: Customer satisfaction survey meeting

Opening:

Team,

I would like to warmly thank you for your effectiveness and hard work in each of the tasks along with the effort you have given to this project so far. Definitely, the achievement of this project belongs to each one of you and I would like us to continue that way.

Body:

Through this email, I would also like to let you know we will have a meeting on **Wednesday, June 21, 2023**, at 10 am in the conference room on the first floor.

At this meeting, I'd like to do some brainstorming so we can go back and verify that we're on the right track. We will **review our progress**, some issues in customer service, quality, and delivery of the pilot program, and how we can improve them.

As usual, I ask you to please conduct this session with our usual **respect and honesty**, so we can collaborate in the best possible way, in order to launch the project as soon as possible.

Closing:

Please come ready to this meeting with any notes and comments you might have, as this will be greatly appreciated.

Thanks for everything,

Kind regards,

Signature: Brenda C., Project Manager



Attachments: [Meeting Agenda](#)