

To:

- Financial Analyst
- Fulfillment Director
- Human Resources Specialist
- Quality Assurance Tester
- Customer Service Manager
- IT Specialist
- Inventory Manager
- Training Manager

Subject: Weekly Management Meeting**Opening:** Hi everyone,

I am delighted to share good news with you regarding positive feedback from our 50 customers' surveys.

- We have a solid improvement in on-time deliveries which rose from 80% to 90% by the end of the survey.
- Once we fixed the customer service software problem, satisfaction with support increased.
- Many respondents found the guides and tutorials helpful.

Body:

I am sending this email to schedule a meeting for next week aiming to discuss more insights from customers' surveys and our next steps.

I'd like to propose 27.04.2022 at 10.30-12.00 or 28.04.2022 at 8.30-10.00, in the boardroom at North Campus.

Which of these days and times work for you?

I've attached a copy of the agenda. I will appreciate your input if you want to add anything to the agenda.

Closing: Please let me know by tomorrow if you cannot attend. In preparation please read all current insights in the attached file and bring notes on the 2 topic of the Meeting agenda. Thank you for your inputs.

Signature: Kateryna Dashevskya, Project Manager**Attachments:**

- Meeting Agenda
- Insights