

Informal Team Meeting Email

Subject: Quick Team Sync - [Topic]

Hi everyone,

Hope you're all doing great! I'd love to get us together for a quick meeting to chat about [topic/project]. Nothing too formal - just want to make sure we're all on the same page and maybe bounce some ideas around.

Here's what I'm thinking we could cover:

- Quick update on where we stand
- Any roadblocks or challenges
- Next steps and who's doing what
- Maybe grab some coffee afterward?

I was thinking sometime next week would work well. How does everyone feel about:

- [Day] at [time]
- [Alternative day] at [time]

Let me know what works for you all. If these times don't work, just shoot back some alternatives and we'll figure it out!

Looking forward to catching up with everyone.

Cheers,

[Your Name]

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