To,

All the team members.

**Subject: Kick-off meeting invitation on [X]**

Dear team, I am thrilled to inform you that our project ‘Development of energy-efficient lights’ has been granted approval and is scheduled to start off on 30th Sept 20XX. We have arranged a kick-off meeting on 28th September and would like to invite you to please join us for a briefing on the project. As discussed in the previous email, we would like to have the entire team together for this meeting which will be a chance for us to get to know each other and connect with all the teammates.

The meeting will be held online and the zoom link to participate in the meeting is attached therein. The agenda will be as follows

1. Introduction of all the team members and shareholders.
2. An outline of the project and the expected timeline. Discussion of logistics, management, and budgeting of the project will also follow.
3. Responsibilities of the team members and roles of each member. We will discuss what we expect from the teammates.
4. Question and answer sessions at the end of the meeting for any queries that the members have regarding this project.

All the members are requested to please attend this meeting. We look forward to seeing you all on 28th September at 10 am sharp. Thank you for your time.

Regards,

CEO Hybrid technologies.  
Alex Richards