

Date: [Insert Date]

To: All Project Stakeholders

Subject: Invitation to Project Meeting & Minutes of Previous Meeting Attached

Dear Team,

You are cordially invited to attend the upcoming project meeting. Kindly find the details below:

- **Date:** [Insert Meeting Date]
- **Time:** [Insert Meeting Time]
- **Location:** [Insert Location/Online Meeting Link]
- **Agenda:**
 - Review of previous meeting minutes
 - Project updates and current progress
 - Discussion on outstanding action items
 - Addressing challenges and risk mitigation
 - Next steps and assignments
 - Any other business

Please find attached the minutes of the previous meeting for your reference. The document provides a summary of key discussions, decisions, and assigned action items to ensure all members are up to date and aligned for the upcoming session.

Your participation is crucial for the success of the project. Kindly confirm your attendance by replying to this invitation.

Looking forward to your valuable input and collaborative efforts.

Best regards,

[Your Name]

[Your Position/Role]

[Project Name/Organization]

[Contact Information]

Attachment: Minutes of Previous Meeting ([Insert File Name or Link])