

JAPAN AND CHINA MEETING OF ASIA S ECONOMIC GIANTS Workbook

Japan and China Meeting of Asia's Economic Giants

In recent years, the economic landscape of Asia has been significantly shaped by the dynamic interactions between its two largest economies: Japan and China. The *Japan and China meeting of Asia's economic giants* has garnered global attention as it reflects not only the economic ambitions of these nations but also the broader geopolitical and strategic implications for the region and the world. These summits and bilateral meetings serve as critical platforms for discussing trade, investment, regional stability, and future cooperation, making them pivotal events in Asia's economic development.

Historical Context of Japan and China's Economic Relationship

Understanding the significance of the Japan and China meeting requires a brief overview of their historical economic relationship.

Early Economic Ties

- Post-World War II reconstruction and rapid growth in both countries.
- Japan's investment in China during the 1980s and 1990s, fostering economic integration.
- China's emergence as a manufacturing hub and Japan's role as a key investor and technology provider.

Recent Challenges

- Trade disputes and tariffs, especially around 2010s.
- Geopolitical tensions affecting economic cooperation.
- Concerns over intellectual property rights and market access.

Despite these challenges, both nations recognize the mutual benefits of economic collaboration, which has led to regular high-level meetings aimed at fostering dialogue and cooperation.

The Significance of the Japan and China Meeting of Asia's Economic Giants

These meetings symbolize more than just bilateral talks; they represent the future trajectory of regional economic integration.

Strategic Importance

- Regional stability and economic security.
- Counterbalancing influences from other global powers such as the United States and the European Union.
- Promoting regional trade agreements like RCEP (Regional Comprehensive Economic Partnership).

Economic Benefits

- Enhancing trade relations and reducing tariffs.
- Facilitating investment in infrastructure and technology.
- Promoting innovation and sustainable development.

Key Topics Discussed During the Meetings

The agendas of these high-level meetings are comprehensive, encompassing various economic and strategic issues.

Trade and Investment

- Agreements to reduce trade barriers.
- Encouraging cross-border investments in sectors like technology, infrastructure, and renewable energy.
- Addressing disputes and ensuring a predictable trade environment.

Technological Cooperation

- Collaborations in AI, 5G, and green technology.
- Joint research initiatives to foster innovation.
- Addressing intellectual property concerns.

Regional Infrastructure Development

- Initiatives to improve connectivity through projects like the Belt and Road Initiative (BRI).
- Enhancing port facilities, rail networks, and digital infrastructure.

Environmental and Sustainable Development

- Joint efforts to combat climate change.
- Promoting renewable energy projects.
- Sharing best practices for pollution control and environmental conservation.

Major Outcomes of Recent Japan-China Economic Meetings

Each meeting yields tangible outcomes that shape the economic policies of both countries.

Trade Agreements and Memorandums of Understanding (MoUs)

- New trade agreements to facilitate goods and services exchange.
- MoUs in emerging sectors, fostering long-term collaboration.

Investment Projects

- Launching joint ventures in high-tech industries.
- Infrastructure development projects across Asia.

Policy Coordination

- Harmonizing regulations to ease cross-border business operations.
- Coordinating responses to global economic challenges, such as supply chain disruptions.

Challenges and Opportunities

While these meetings are positive indicators of cooperation, several challenges remain.

Challenges

- Geopolitical tensions and territorial disputes.
- Trade protectionism and national security concerns.

- Differences in economic philosophies and regulatory environments.
- Competition in technological innovation and market dominance.

Opportunities

- Building resilient supply chains in Asia.
- Promoting green growth and renewable energy investments.
- Enhancing regional economic integration through multilateral agreements.
- Sharing expertise in technology, healthcare, and urban development.

The Future of Japan-China Economic Collaboration

Looking ahead, the prospects for continued economic engagement between Japan and China remain promising, albeit with cautious optimism.

Potential Areas for Deepened Cooperation

- Digital economy and e-commerce.
- Green technology and climate change mitigation.
- Healthcare and aging population management.
- Education and talent exchange programs.

Impact on Regional and Global Economy

- Strengthening regional supply chains.
- Supporting the stability of the Asia-Pacific region.
- Influencing global economic governance and cooperation frameworks.

Conclusion

The *Japan and China meeting of Asia's economic giants* underscores the importance of sustained engagement between these two influential nations. As they navigate complex geopolitical landscapes and strive for economic growth, their dialogues and agreements set the tone for regional stability and prosperity. While challenges persist, the opportunities for collaboration—ranging from technological innovation to sustainable development—are vast. Ultimately, the ongoing interactions between Japan and China will continue to shape the future of Asia's economic landscape, fostering a more integrated and resilient regional economy that benefits not only their citizens but also the global community.

Japan and China Meeting of Asia's Economic Giants: An In-Depth Analysis

The dynamic economic landscape of Asia has long been characterized by the emergence and rise of its key players, with Japan and China standing prominently as two of the continent's most influential giants. Their interactions—ranging from cooperation and competition to rivalry—have significant implications not only for regional stability but also for the global economy. This article delves into the historical context, current developments, strategic considerations, and future prospects surrounding the ongoing engagements between Japan and China, offering a comprehensive analysis suitable for scholars, policymakers, and economic analysts.

Historical Context of Japan-China Relations

Understanding the current state of Japan and China's economic interactions necessitates an appreciation of their historical relationship. The complex history is marked by periods of conflict, colonization, economic growth, and cautious diplomacy.

Early Interactions and Colonial Period

- 19th Century Encounters: Japan's rapid modernization during the Meiji Restoration (1868) set the stage for its emergence as a regional power, which was met with both admiration and apprehension from China.
- Sino-Japanese Wars: The First (1894-1895) and Second (1937-1945) Sino-Japanese Wars left deep scars, with the latter culminating in the brutal occupation of China and significant territorial disputes.
- Post-War Dynamics: After World War II, Japan's pacifist constitution and economic recovery contrasted sharply with China's tumultuous political landscape, dominated by the Chinese Civil War and subsequent Communist Revolution.

Normalization and Diplomatic Relations

- 1972 Normalization: Japan and China established formal diplomatic ties in 1972, leading to increased economic exchanges.
- Early Cooperation: During the 1980s and 1990s, Japan became China's primary investor and aid donor, fostering economic interdependence.

The Evolution of Economic Engagements

Over the decades, Japan and China have evolved from colonial-era adversaries to integral

economic partners, albeit amid underlying tensions.

Trade and Investment Flows

- Trade Volume: China is Japan's largest trading partner since 2010, with bilateral trade surpassing US\$300 billion annually as of 2023.
- Investment Patterns: Japanese companies have heavily invested in China's manufacturing, electronics, and automotive sectors, while Chinese firms have increasingly invested in Japan's technology and real estate markets.

Supply Chain Interdependencies

- Japan and China are deeply intertwined within global supply chains, with Japan supplying advanced machinery, components, and technology, and China offering manufacturing capabilities and market access.

Technological Collaboration and Competition

- Joint Research and Development: Both nations have collaborated on various technological initiatives, including green energy and industrial innovation.
- Rising Competition: The proliferation of Chinese tech giants (e.g., Huawei, Alibaba) has challenged Japanese dominance in certain sectors, leading to strategic recalibrations.

Strategic Rifts and Diplomatic Tensions

Despite robust economic ties, Japan and China's relationship has been strained by geopolitical issues and strategic rivalry.

Territorial Disputes

- Senkaku/Diaoyu Islands: The ongoing dispute over these uninhabited islands in the East China Sea has periodically escalated tensions, impacting diplomatic and economic relations.
- South China Sea Claims: While Japan is not directly involved, regional maritime security concerns influence broader strategic considerations.

Historical and Nationalist Sentiments

- Historical Memory: Disputes over wartime history, including issues surrounding apologies and memorials, influence diplomatic trust.
- Nationalism: Both countries have seen surges in nationalist sentiments, affecting policy decisions and public opinion.

Security and Military Postures

- Japan's increasing defense budget and U.S. alliances contrast with China's military modernization, fueling strategic competition.

The Geopolitical and Economic Implications

The interplay between Japan and China extends beyond bilateral relations, affecting regional and global dynamics.

Regional Power Balance

- The rise of China has prompted Japan to reassess its security posture, including potential shifts in military policy and alliances.
- The U.S.-Japan alliance serves as a counterbalance to China's regional ambitions, complicating the strategic landscape.

Economic Decoupling and Realignment

- Supply Chain Diversification: Some Japanese firms are diversifying supply chains away from China due to geopolitical risks.
- Belt and Road Initiative (BRI): China's expansive BRI projects influence regional infrastructure and economic connectivity, prompting Japan to seek alternative regional partnerships.

Global Economic Trends

- The economic rivalry influences global markets, trade policies, and technological standards.
- Both countries participate actively in international organizations, shaping global governance frameworks.

Future Prospects and Strategic Trajectories

Looking ahead, the relationship between Japan and China is poised for both cooperation and competition, shaped by domestic policies, global trends, and regional security considerations.

Potential for Economic Cooperation

- Green Technologies: Joint ventures in renewable energy, electric vehicles, and sustainable infrastructure could foster closer ties.
- Regional Economic Integration: Initiatives like the Regional Comprehensive Economic Partnership (RCEP) offer platforms for deeper economic integration.

Challenges and Risks

- Escalation of territorial disputes could hinder economic collaboration.
- Divergent political systems and national interests may impede long-term strategic alignment.
- External shocks, such as U.S. policy shifts or global economic downturns, could influence bilateral dynamics.

Policy Recommendations and Strategic Outlook

- Diplomatic Engagement: Sustained dialogue on sensitive issues is essential to prevent misunderstandings.
- Economic Diversification: Both nations should diversify their economic partnerships to mitigate risks.
- Regional Stability Initiatives: Collaborative security frameworks can help manage regional tensions.

Conclusion: Navigating a Complex Relationship

The meeting of Asia's economic giants—Japan and China—embodies a nuanced relationship characterized by intertwined economic interests and strategic rivalries. Their interactions shape not only regional stability but also global economic patterns. While the potential for cooperation remains significant, underlying tensions necessitate careful diplomacy and strategic foresight. As both nations adapt to shifting global realities, their future engagement will be pivotal in defining the trajectory of Asia's economic and geopolitical landscape for decades to come.

In essence, Japan and China's relationship exemplifies the delicate balance of cooperation and competition that defines modern geopolitics—an intricate dance that requires astute navigation to harness mutual benefits while managing inevitable differences.

Question What are the main objectives of the recent Japan-China economic summit? The summit aims to enhance bilateral trade, promote regional stability, discuss infrastructure collaborations, and address economic challenges posed by global uncertainties. How might the Japan-China economic meeting impact regional supply chains? The meeting is expected to foster closer economic cooperation, potentially leading to more resilient and integrated supply chains across Asia, benefiting industries in both countries and the broader region. What are the key economic issues discussed between Japan and China during their meeting? They discussed trade tariffs, investment opportunities, technological cooperation, environmental sustainability, and strategies to navigate the post-pandemic economic recovery. Could this meeting lead to a shift in regional economic alliances? Yes, improved Japan-China relations may influence regional dynamics, possibly encouraging other Asian nations to strengthen their economic ties with either or both countries, shaping future regional alliances. What challenges remain for Japan and China in strengthening their economic relationship? Major challenges include geopolitical tensions, trade disputes, differing economic policies, and concerns over intellectual property rights, which may hinder deeper cooperation despite mutual interests.

Related keywords: Japan China summit, Asia economic leaders, Japan China trade talks, Asian economic cooperation, Japan China diplomatic meeting, Asia-Pacific economic partnership, Japan China bilateral relations, Asian economic growth, Japan China investment, Asia regional economic integration

meeting reminder email sample

Meeting reminder email sample is a crucial tool for ensuring that important meetings are attended and prepared for. Whether you're coordinating with clients, team members, or stakeholders, sending a well-crafted reminder email can help reduce no-shows and increase engagement. In this article, we will explore effective meeting reminder email samples, best practices for writing them, and tips to optimize your communication for better attendance and productivity. By understanding these elements, you can craft professional, clear, and compelling reminder emails that boost your meeting success rate.

Understanding the Importance of a Good Meeting Reminder Email

A well-structured reminder email serves several essential purposes:

- Reinforces the meeting details, ensuring everyone is on the same page.

- Reduces the risk of missed appointments or last-minute cancellations.
- Increases participant preparedness and engagement.
- Provides an opportunity to clarify any doubts before the meeting.

Effective reminders are concise yet informative, striking a balance between professionalism and friendliness.

Key Components of an Effective Meeting Reminder Email

To maximize the effectiveness of your meeting reminder email, include these critical elements:

Clear Subject Line

Your subject line should immediately communicate the purpose of the email. Examples include:

- Reminder: Project Kickoff Meeting Tomorrow
- Upcoming Meeting Scheduled for Friday at 2 PM
- Don't Forget: Budget Review Meeting Next Week

A clear subject line increases open rates and sets expectations.

Concise Opening Statement

Start with a friendly greeting and a brief reminder of the meeting:

- Dear Team,
- I hope this message finds you well.
- This is a friendly reminder about our upcoming meeting.

Meeting Details

Provide all essential information in a clear format:

- **Date and Time:** e.g., Wednesday, March 15th at 3:00 PM
- **Location:** e.g., Conference Room B / Zoom Link
- **Agenda:** Brief overview of topics to be discussed
- **Duration:** Estimated length of the meeting

Call to Action

Encourage recipients to prepare or confirm attendance:

- ?Please confirm your attendance by replying to this email.?
- ?Let me know if you have any topics to add to the agenda.?
- ?Ensure you review the attached documents prior to the meeting.?

Closing and Contact Information

Finish with a friendly closing and contact details:

- Best regards,
- [Your Name]
- [Your Position]
- [Your Contact Details]

Sample Meeting Reminder Email Templates

Here are some professionally crafted **meeting reminder email samples** for various scenarios:

1. Formal Meeting Reminder Email

Subject: Reminder: Quarterly Business Review Meeting - March 20th

Dear Team,

This is a friendly reminder about our upcoming Quarterly Business Review scheduled for Monday, March 20th at 10:00 AM in the Main Conference Room. The meeting will cover our performance metrics, strategic updates, and upcoming initiatives.

Please review the attached agenda and come prepared with your reports. Kindly confirm your attendance by replying to this email.

Looking forward to a productive session.

Best regards, Jane Doe Senior Manager

2. Informal Meeting Reminder Email

Subject: Don't Forget! Team Lunch Meeting Tomorrow

Hi Everyone,

Just a quick reminder about our team lunch tomorrow at 12:30 PM at Sunny Side Café. It'll be a great chance to catch up and discuss ongoing projects casually.

Let me know if you'll be able to make it. Looking forward to seeing you all there!

Cheers, Mike

3. Virtual Meeting Reminder Email

Subject: Reminder: Project Sync Meeting via Zoom - March 22nd

Hi Team,

This is a reminder for our virtual project sync scheduled for Wednesday, March 22nd at 2:00 PM. You can join the meeting using the following link: [Zoom Link].

Agenda includes project updates, deadlines, and next steps. Please review the shared documents beforehand.

If you have any questions or need to reschedule, feel free to reach out.

Thanks, Sarah

Best Practices for Writing Effective Meeting Reminder Emails

To ensure your reminder emails are impactful, consider these tips:

1. Send Reminders in Advance

Timing is key. Send your reminder at least 24 hours before the meeting, with a follow-up if necessary an hour prior.

2. Keep It Short and Focused

Avoid lengthy messages. Stick to essential information to respect recipients' time.

3. Use Clear and Actionable Language

Make it obvious what you expect recipients to do, such as confirming attendance or reviewing documents.

4. Personalize When Possible

Address recipients by name and tailor content to specific groups or individuals to increase engagement.

5. Include All Relevant Details

Double-check that date, time, location, and agenda are correct and clearly presented.

6. Add a Friendly Tone

While maintaining professionalism, a friendly tone encourages positive responses and reduces formality fatigue.

Optimizing Your Meeting Reminder Emails for SEO

To enhance your online content or internal searchability, optimize your meeting reminder emails by:

- Including relevant keywords such as "**meeting reminder email sample**", "**professional meeting reminder template**", or "**effective meeting notification email**" in your content.
- Using descriptive headings and subheadings to improve readability and search engine ranking.
- Implementing clear, keyword-rich meta descriptions if publishing online.
- Providing downloadable templates or samples that include keywords for easier indexing.

This SEO strategy ensures your content ranks higher in search results, making it easier for users to find valuable examples and tips.

Conclusion

A well-crafted **meeting reminder email sample** can significantly improve attendance, preparedness, and overall meeting productivity. By including essential details, maintaining professionalism, and employing best practices, you can ensure your reminders are effective and well-received. Remember to tailor your emails to your audience and context, and continually refine your approach based on feedback and results. Incorporating SEO strategies further enhances the visibility of your content, enabling more people to access helpful templates and advice for their professional communication needs. With these insights, you're well-equipped to create compelling, clear, and actionable meeting reminder emails that contribute to smoother, more successful

meetings.

Meeting reminder email sample is an essential tool for professionals across industries, serving as a courteous prompt to ensure attendance, prepare participants, and streamline communication. In today's fast-paced business environment, where schedules are often packed and overlooked meetings can cause disruptions, crafting an effective meeting reminder email is more important than ever. A well-structured reminder not only reinforces the importance of the meeting but also minimizes the risk of no-shows and misunderstandings. This article explores various aspects of meeting reminder emails, including sample templates, key features, best practices, and tips to craft compelling messages that foster punctuality and preparedness.

Understanding the Purpose of a Meeting Reminder Email

A meeting reminder email functions as a courteous nudge, ensuring participants remember and prepare for upcoming engagements. Its primary goals include:

- Confirming attendance
- Providing essential details (date, time, location)
- Reducing last-minute cancellations or forgetfulness
- Enhancing professionalism and communication clarity
- Allowing recipients to prepare or gather necessary materials

By effectively fulfilling these purposes, a reminder email helps ensure meetings are productive, timely, and well-organized.

Key Elements of an Effective Meeting Reminder Email

To craft an impactful reminder, certain elements should be included:

Clear Subject Line

The subject line should be concise and informative, such as:

- ?Reminder: Project Kickoff Meeting Tomorrow at 10 AM?
- ?Upcoming Meeting Scheduled for Monday, 2 PM?

A clear subject helps recipients understand the email's purpose immediately.

Personalized Greeting

Begin with a friendly, personalized greeting:

- ?Dear John,? or ?Hello Team,?

Personalization fosters engagement and shows attentiveness.

Meeting Details

Include comprehensive information:

- Date and time (with time zone if applicable)
- Location or virtual meeting link
- Agenda or main topics
- Duration estimate

Example:

> We look forward to seeing you on Monday, August 15th at 2:00 PM (EST) for our quarterly review meeting. The meeting will be held in Conference Room B or accessible via this Zoom link: [link].

Call to Action / Confirmation Request

Encourage recipients to confirm attendance or prepare:

- ?Please confirm your attendance.?
- ?Let me know if you have any topics to add to the agenda.?

Attachments or Pre-Meeting Materials

Mention any documents or materials to review beforehand.

Polite Closing

End with courteous remarks:

- ?Looking forward to our discussion.?
- ?Thank you for your cooperation.?

Sample Meeting Reminder Email Templates

Providing ready-to-use templates can simplify the process and ensure consistency. Here are some sample templates for different scenarios:

Formal Meeting Reminder Email

Subject: Reminder: Budget Review Meeting on August 20th at 3 PM

Dear Team,

This is a friendly reminder about our upcoming Budget Review Meeting scheduled for August 20th at 3:00 PM in Conference Room A. We will discuss quarterly financial performance and upcoming expense projections.

Please find the agenda attached. Kindly confirm your attendance and prepare any relevant reports.

Looking forward to a productive session.

Best regards,

[Your Name]

[Your Position]

Casual / Informal Meeting Reminder Email

Subject: Don't Forget: Lunch & Strategy Session Tomorrow!

Hi everyone,

Just a quick reminder about our lunch meeting tomorrow at 12:30 PM at Café Bistro. It'll be a great chance to catch up and brainstorm ideas for the upcoming project.

No need to bring anything, just your ideas and good vibes!

See you there,

[Your Name]

Virtual Meeting Reminder Email

Subject: Reminder: Team Meeting via Zoom on September 10th at 10 AM

Hello Team,

This is a reminder about our virtual team meeting scheduled for September 10th at 10:00 AM (EST). Please join the Zoom meeting using the link below:

[Zoom link]

Agenda:

- Project updates
- Upcoming deadlines
- Q&A session

Please confirm your participation and review the attached agenda beforehand.

Thanks,

[Your Name]

Best Practices for Writing Meeting Reminder Emails

Creating an effective reminder requires attention to tone, clarity, and timing. Here are some best practices:

Send Reminders in Advance

- Ideally, send the first reminder 24-48 hours prior.
- Consider a follow-up reminder an hour before the meeting.

Keep It Concise and Clear

- Avoid unnecessary information.
- Highlight essential details prominently.

Use a Professional Tone

- Match the tone to your audience?formal for clients, friendly for colleagues.

Include a Call to Action

- Request confirmation or questions to ensure engagement.

Leverage Technology

- Use calendar invites or meeting scheduling tools to automatically send reminders.

Personalize When Possible

- Address recipients by name.
- Mention specific topics relevant to the individual if applicable.

Features and Benefits of Well-Designed Meeting Reminder Emails

Well-crafted reminder emails possess several features that enhance their effectiveness:

- Clarity: Clear details reduce confusion.
- Timeliness: Proper timing ensures recipients have ample notice.
- Personalization: Customized messages increase engagement.
- Attachments and Links: Easy access to agendas, documents, or virtual meeting links.
- Politeness and Professionalism: Maintains a positive tone and respect.

Benefits include:

- Increased attendance rates
- Better preparedness
- Reduced last-minute cancellations
- Improved meeting productivity
- Strengthened communication channels

Common Mistakes to Avoid in Meeting Reminder Emails

While reminders are straightforward, certain pitfalls can diminish their effectiveness:

- Forgetting to include all details: Omitting location or time can cause confusion.
- Sending too late or too early: Too late, and participants might forget; too early, and it may be ignored.
- Overloading with information: Excessive details can overwhelm recipients.
- Using overly casual language for formal meetings: Undermines professionalism.
- Neglecting to confirm receipt or attendance: Leads to uncertainty.

Being mindful of these mistakes helps create more effective communication.

Conclusion: Crafting the Perfect Meeting Reminder Email

A meeting reminder email sample serves as a blueprint to ensure your message covers all necessary aspects, fostering punctuality and preparedness. Whether you are scheduling a formal board meeting, a casual team catch-up, or a virtual conference, the principles remain consistent: clarity, professionalism, timeliness, and personalization. By leveraging well-designed templates, adhering to best practices, and avoiding common mistakes, you can significantly enhance meeting participation and productivity.

Remember, the goal is not just to remind but to motivate and prepare your attendees for a successful discussion. A thoughtfully crafted reminder email can set the tone for a productive meeting, reinforce your professionalism, and strengthen communication within your team or organization. Invest the time to personalize and refine your reminders, and you'll notice a positive impact on your meetings' efficiency and outcomes.

Question What should be included in a meeting reminder email sample? A clear subject line, meeting date and time, location or meeting link, agenda or purpose of the meeting, RSVP request, and polite closing are essential components of a meeting reminder email sample. **Answer** How can I make my meeting reminder email more effective? Use a concise and engaging subject line, include all relevant details, send the reminder well in advance, and add a friendly tone to encourage attendance. What is a professional format for a meeting reminder email sample? Start with a polite greeting, state the meeting details clearly, provide any necessary attachments or links, and end with a courteous closing and contact information. Can you provide a simple meeting reminder email sample template? Certainly! Here's a basic template: 'Subject: Reminder: Upcoming Meeting on [Date] Dear [Name], This is a friendly reminder about our meeting scheduled for [date] at [time]. We will be discussing [agenda]. Please let me know if you can attend. Best regards, [Your Name]' When is the best time to send a meeting reminder email? Typically, sending a reminder 24 hours before the meeting is ideal, but it can vary depending on the meeting's importance and participants' schedules. How do I customize a meeting reminder email sample for remote meetings? Include the meeting platform link, any required access codes, and clear instructions on how to join. Mention that the meeting is virtual and specify the time zone. What are common mistakes to avoid in a meeting reminder email sample? Avoid vague details, missing the meeting time or location, forgetting to

include a call to action, and sending the reminder too late or too early. How can I add a polite call-to-action in my meeting reminder email sample? Use phrases like 'Please confirm your attendance,' 'Looking forward to your participation,' or 'Let me know if you have any questions.' Are there any tools or templates to help create effective meeting reminder emails? Yes, many email clients and project management tools offer templates. Additionally, online platforms like Canva or Grammarly can help craft professional and engaging reminder emails.

Related keywords: meeting reminder, email template, appointment reminder, event notification, follow-up email, calendar invite, professional reminder, scheduling email, reminder template, meeting alert

Read the full article online: [Meeting reminder email sample](#)