Contents

Templates download/Minutes JF management

Page template for Management meetings.

⬇ **Download**

Attendees, Absentees, Milestones

Who	What	When	Status
			In preparation ▾
			Closed ▾

In preparation
Ticketed
Realisation
In Review
Delivery
Closed

Focus points

Who	When	Where	Status
			Realisation ▾
			In preparation ▾
			In preparation ▾
			Closed ▾
			Ticketed ▾

Cockpit

Company situation / KPIs /Reports

Area	What	Evaluation / Action
Product development	• Tickets (Evaluation, Planning, Realisation/all) ○ Legacy Patch: XX/XX ○ Current Patch: XX/XX ○ Next Minor: XX/XX ○ Next Major: XX/XX • Review queue (gerrit/gitlab): high|moderate|low/high|moderate|low	
Project management	• Billable time this week: xxh • Active customers this week:	
Sales	• Orders: XX • Offers: XX • Leads: XX	
Billing	• planned billing amount (Mon): EUR • invoiced billing amount (Fri): EUR • Invoice amount from new orders: EUR	

Department

Finance and billing

Who	What	When	Status
			In preparation ▾
			In preparation ▾

Marketing and Sales

Who	What	When	Status
			In preparation ▾
			In preparation ▾

Projects, Service and Support

Who	What	When	Status
			In preparation ▾
			In preparation ▾

Product development

Who	What	When	Status
			In preparation ▾
			In preparation ▾

Technology and Infrastructure

Who	What	When	Status
			In preparation ▾
			In preparation ▾

Internal organization

Who	What	When	Status
			In preparation ▾
			In preparation ▾

Importing the template

The import file is included in the archive file *HW-minutes-management.zip*. Unpack the zip file first.

On the page *Special:Import* follow these steps:

1. **Select file** and choose *HW-minutes-management.xml*.
2. **Enter** an Interwiki prefix. Since this field is required, simply add *hw* (for hallowelt).
3. **Keep** the selection *Import to default locations*.
4. **Click** *Upload file... .*

The form-based template is now available in your wiki.

Pages included in the import

- Template:JF Status/en
- Template:Meeting minutes/styles.css
- Template:Meeting minutes Management

Using the template

You can define this template as a page template in your wiki if you have administrator rights. If you have also downloaded the general template for team meeting minutes, you can also define this template to be preloaded as such a team template.