

Templates download/Minutes for teams

This template contains a combined roll-up page for creating meeting minutes of different teams. A standard protocol page template is also included.

The template can be expanded with additional page templates for different types of meeting minutes.

Download

Attendees

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Agenda

Time	Duration	Topic	Responsible
10:00 AM	30 min	Review of open leads	
10:30 AM	15 min	Strategy: customer relations	
10:45 AM	15 min	New pricing concept	
11:00 AM	60 min	End of meeting	

Results

- 6 of 9 leads are promising, follow-ups to be scheduled
- Pricing structure too difficult for customers to understand
- Missing documentation for customer relations processes

Action items

Description	Responsible	Due date
Follow-ups		
Meeting with management regarding new prices	Hu	week 35
Documentation for customer relations strategy in wiki	Antje	week 36

IT

2021-07-02 New page

- IT/2021-05-30
- IT/2021-05-29
- IT/2021-05-28
- IT/2021-05-27
- IT/2021-05-26
- ... further results

Sales

2021-07-02 New page

- Sales/2021-05-25

Signatures

--MLR (talk) 15:21, 25 May 2021 (CEST)
 --MLR (talk) 15:21, 25 May 2021 (CEST)

Signatures

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Importing the template

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

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

1. **Select file** and choose *HW-Minutes.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** Sie *Upload file...* .

The template is now available in your wiki.

Pages included in the import

The xml import creates the following files in your wiki:

- Meeting minutes (in the *Main* namespace)
- Template:Meeting minutes
- Template:Meeting minutes/styles.css
- Template:Meeting minutes standard

Using the template

Create a namespace

Over time, you will create many pages for meeting minutes. It therefore makes sense to store them in their own namespace. We suggest that you create the "Minutes" namespace for this purpose. The template for minutes requires that this namespace is available.

If you do not want to use the "Minutes" namespace in your wiki, you can adjust the expected namespace in the file *Template:Meeting minutes*. To do this, change the prefix *Minutes* in the *inputbox* tag:

```
{{#tag:inputbox|
...
prefix=Minutes:{{{1|{{PAGENAME}}}}}/
```

to your own namespace, here exemplified as *Your_namespace*:

```
{{#tag:inputbox|
...
prefix=Your_namespace:{{{1|{{PAGENAME}}}}}/
```

Add a navigation link

To easily find and create meeting minutes, you should provide a direct link to the Minutes roll-up page in the [main navigation](#). By default, the page *Meeting minutes* is located in the main namespace. You can move it to any namespace you want.

Customizing the template

Creating individual teams

Three adjustments need to be made for each team section on the main *Meeting minutes* page:

1. The **box heading** with the team name.
2. The **team name** used to create the file path for this team's minutes. This generates the main page prefix used for any meeting time for this team before the date. For example *Marketing/2021-07-01*.
3. The **page template** you want to use for the team's meeting minutes. By default, there is only one template (Meeting minutes standard) for all meeting minutes. Simply create a new page in the template namespace and assign it here as a preload template for a team.

Example of a team:

```
<div class="block">
== My team==
{{Meeting minutes|My team|preload=Template:Meeting minutes my team}}
</div>
```

Result:

My team

 [New page](#)

- [My team/2021-05-25](#)

Inputbox for creating meeting minutes