

# Templates download/Minutes JF management

Page template for Management meetings.

**Download**

Attendees, Absentees, Milestones

Who	What	When	Status
			In preparation
			Closed
			In preparation
			In preparation
			In preparation
			Closed
			In preparation

Focus points

Who	When	Where	Status
			In preparation
			In preparation
			In preparation
			Closed
			In preparation

Cockpit

Company situation / KPIs / Reports

Area	What	Evaluation / Action
Product development	<ul style="list-style-type: none"><li>• Tickets (Evaluation: Planning, Realizational)</li><li>• Legacy Patch: XXXX</li><li>• Current Patch: XXXX</li><li>• Next Major: XXXX</li><li>• Review status (pending): high/moderate/low/high/moderate/low</li></ul>	
Project management	<ul style="list-style-type: none"><li>• Stable time this week, with</li><li>• Active customers this week</li></ul>	
Sales	<ul style="list-style-type: none"><li>• Orders: XX</li><li>• Offers: XX</li><li>• Leads: XX</li></ul>	
Billing	<ul style="list-style-type: none"><li>• earned billing amount (Money): EUR</li><li>• invoiced billing amount (Pty): EUR</li><li>• Invoice amount from new orders: EUR</li></ul>	

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:Minutes Management
- Template:Minutes/styles.css

## 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.