# 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)<br>  ◦ Legacy Patch: XX/XX<br>  ◦ Current Patch: XX/XX<br>  ◦ Next Minor: XX/XX<br>  ◦ Next Major: XX/XX<br>• Review queue (gerrit/gitlab): high\|moderate\|low/high\|moderate\|low | |
| Project management | • Billable time this week: xxh<br>• Active customers this week: | |
| Sales | • Orders: XX<br>• Offers: XX<br>• Leads: XX | |
| Billing | • planned billing amount (Mon): EUR<br>• invoiced billing amount (Fri): EUR<br>• 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.

# Page templates

A quality version of this page, approved on *31 August 2021*, was based off this revision.

A page template applies a predefined content structure and layout to new pages. That way, certain page types can be applied during page creation to produce consistent sets of related pages.

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# When to use page templates

Page templates are useful for frequently used content formats such as meeting minutes, reference pages, product descriptions, or short manuals.

When a page is created with a page template, the page becomes "detached" from the original page template. This means that subsequent changes to the template will not affect pages that have originally been created with that page template. This distinguishes page templates from regular templates.

## Characteristics of a page template

- can be created by administrators
- can only be used for new pages
- based on templates in the *Template* namespaces
- can be limited to certain namespaces
- substitution of variables is possible
- can integrate with the extension *Page Forms*

# Creating a page template

Administrators can create new page templates, as well as edit and remove existing ones in the *Page templates* manager, located under *Global actions*.



Page template manager

> **Note:** Every page template depends on an actual page in the namespace Template. This template must exist before creating a page template.

A new page template can be created by clicking the "Plus" button above the template list.

## Template fields

When creating or editing a page template, the following information needs to be provided before the page template can be saved:

- **Name** - the name of the page template
- **Description** - a short description of the page template
- **Namespace** - a list of the namespace where the template is active. If the template should be available on all pages, select *(all)* from the list.
- **Template** - page in the *Template* namespace from which to pull the content.
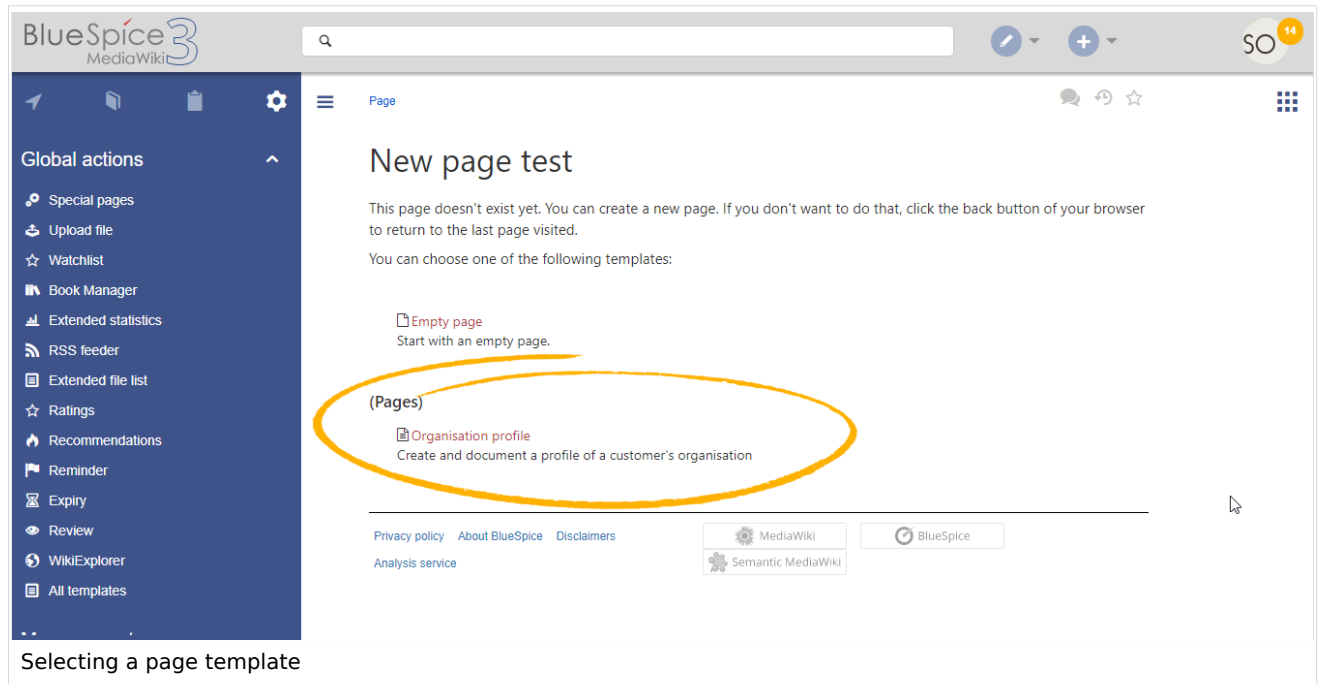


Creating a page template

# Using page templates

A list of available templates appears when a user creates a new page. It is usually shown below the "Empty page" default template. Selecting one of these page templates will create the new page that is pre-filled with the content from the actual template page.

There are two important settings:

- **Assigning namespaces (in the page templates administration):** Page templates can be linked to specific namespaces. If a namespace is not added here, the template will not be displayed in that namespace.
- **Namespace manager:** The PageTemplates option for a namespace must be activated in the Namespace manager so that the associated templates are automatically displayed when a new page is created in that namespace (e.g., if the "+" button is used to create the page).

Selecting a page template

A list of available templates to choose from is displayed below the default "Blank Page" template when a user creates a new page.

## Configuration

In the Config manager, you can change the following settings:

- **Force target namespace:**
- **Hide default templates:** Hides the default *Empty page* template.

## Related info

- Reference:BlueSpicePageTemplates

## Templates download/Minutes for teams

This template contains a combined roll-up page for creating meeting

Download

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.



## 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:



Inputbox for creating meeting minutes