Inhoud

Minutes:Management

Minutes:Management/2020-04-14

Inhoud

Absences, milestones, staff presence

Who	What	When	Status
QW	Outbound customer appointments	Mon - Wed	Implementation
all	Staff meeting	Thu	Preparation

Main focus

Who	What	When	Status
QW	Service contract negotiations		Ticket created
OM	Scheduling webinars		Implementation

Cockpit

Company situation / KPIs / Reports

Department	What	Evaluation / Action
Product development	• Tickets (check, planning, implementation/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 in support: xxh • Active customers this week: 10	
Vertrieb	• Orders: XX • Offers: XX • Leads: XX	
Invoicing	• Planned invoice amount (Mon): EUR • Invoice amount (Fr): EUR • Invoice total from new orders: EUR	

Departments

Finances and billing

Who	What	When	Status
MP	Quarterly settlement partner		Closing

Marketing and Sales

Who	What	When	Status
VE	Prepare new blog posts		Review
VE	Apporval of the cloud landingpages		Preparation

Projects, Service and Support

Who	What	When	Status
	--		Preparation
	--		Preparation

Product development

Who	What	When	Status
CT	Patch release		Preparation

Technology and Infrastructure

Who	What	When	Status
	--		Preparation
	--		Preparation

Internal organization

Who	What	When	Status
	--		Preparation
	--		Preparation