

Sjabloon:Minutes Jour fixe Technology

Inhoud

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Orga

Type	Who	Task	Until	Status
ERM	all	Jour Fixe	Mon	
ERM	all	Check In	Fri	
Info	all	Check support staff		

Deadlines & appointments upcoming two weeks

Project Manager	Customer	Deadline	Task	Responsible

Customers

Projects / Service

[List of project- and service tickets](#)

Customer	Project Manager	Task	Time Estimation	Status

Support

[List of support tickets](#) [Overdue support tickets \(Prio\)](#)

Customer	Project Manager	Task	Time Estimation	Status

Product

Responsible	Task	Time Estimation	Status

Infrastruktur

Responsible	Task	Time Estimation	Status

Miscellaneous