Inhoud

Sjabloon:Minutes Jour fixe Technology

Inhoud

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