

No	TID/IA/P	Meeting Name	Date	reported by	Task/ Decision/ Information	Responsible	Supporter	Due Date	Status	Comment	Transfer LOG
1	P	Team Meeting	15.10.19	M. Mueller	1. Schutz, M. Mueller, A. Meyer						
2	A	Team Meeting	15.10.19	M. Mueller	1. Introduction 2. Status						
3	I	Team Meeting	15.10.19	I. Schutz	3. Next Steps						
4	D	Team Meeting	15.10.19	A. Meyer	Go-Live Planning has been finalized						27.03.20
5	T	Team Meeting	15.10.19	M. Mueller	Vacation Block to be effective between Christmas and New Year	A. Meyer		31.03.20	wip		
6	T	Team Meeting	15.10.19	M. Mueller	Vacation Block Communication to be aligned with HR Department						
7	I	Team Meeting	15.10.19	M. Mueller	Next Meeting will be at 31.10.19						
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